

Hire a Person

Purpose

The purpose of this task is to add a new employee to the Payroll System.

This task assumes that the employee has no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance processes.) The process for adding an employee to the Payroll System includes recording required personal data and maintaining information about the job to which the employee is assigned. The entire set of pages in this process must be completed to add a new employee in the Payroll System.

Helpful Hints

- A hire is only used when there is no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance.)
- The hire can be entered before, on, or after the actual hire date.
- If a NYS Empl ID has been previously reserved for this employee, the system will display the pre-assigned Empl ID upon completion of the Hire Process.

Hire a Person

Navigation Path

Main Menu > Workforce Administration > Personal Information > Add a Person

Steps

1. Click the Add Person button

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name 1 of 1 | View All

*Effective Date + -

*Format Type English |

Display Name **Add Name**

Biographic Information

Date of Birth Years 0 Months 0

Birth Country USA | United States

Birth State New York Retiree Indicator

Birth Location Waive Data Protection

Prior SSN

Biographical History 1 of 1 | View All

*Effective Date + -

*Gender Unknown |

*Highest Education Level Not Indicated |

*Marital Status Unknown | As of

Language Code

Alternate ID

Full-Time Student

National ID 1-1 of 1 | View All

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

2. Enter or confirm the following fields:

- Effective Date: the date the employee starts working at the job.
Note: Future dating is not allowed during the Hire process. The Effective Date must be equal to or less than the current date. A future date will be allowed on the Job Data page.
- Format Type

3. Click Add Name
Add Name

English Name Format

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Display Name

Formal Name

Name

OK Cancel Refresh Name

4. Enter the following fields:

- Name Prefix
- First Name (required)
- Middle Name
- Last Name (required)
- Name Suffix

5. Click OK

6. Enter the Date of Birth in the Biographic Information section

7. In the Biographical History section, enter the Effective Date. This must be equal to the Effective Date entered in the Name section above.

8. In the National ID section, enter the employee's Social Security number, if available, in the National ID field.

9. Continue to Contact Information

Biographical Details **Contact Information** Regional Organizational Relationships

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home		A		Add Address Detail	+	-

- Click the Add Address Detail link
Address History

Address Type Home

Address History

*Effective Date [] Address + -

Country USA

*Status A

Add Address

- Enter the Effective Date. The date must equal the Name effective date.
- Click the Add Address link.

Edit Address

*Country United States

*Address 1 []

Address 2 []

Address 3 []

*City [] *State []

*Postal []

County []

OK Cancel

- Enter the following information:
 - Address: Address 1 field is required. Address 2 and Address 3 may be used if needed.
 - City (required)
 - State (required)
 - Postal (required)
 - County

- Enter information in the Phone Information, Email Addresses, and Instant Message IDs sections if desired.

- Continue to Organizational Relationships

Biographical Details Contact Information Regional Organizational Relationships

Person ID NEW

Choose Org Relationship to Add

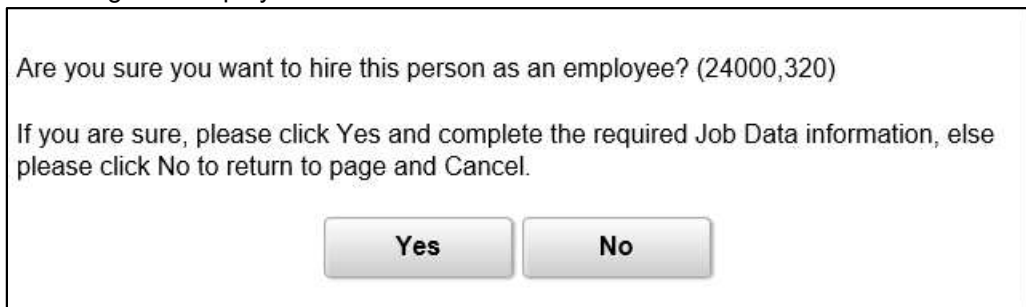
Employee

Reserve EmpId

Add Relationship

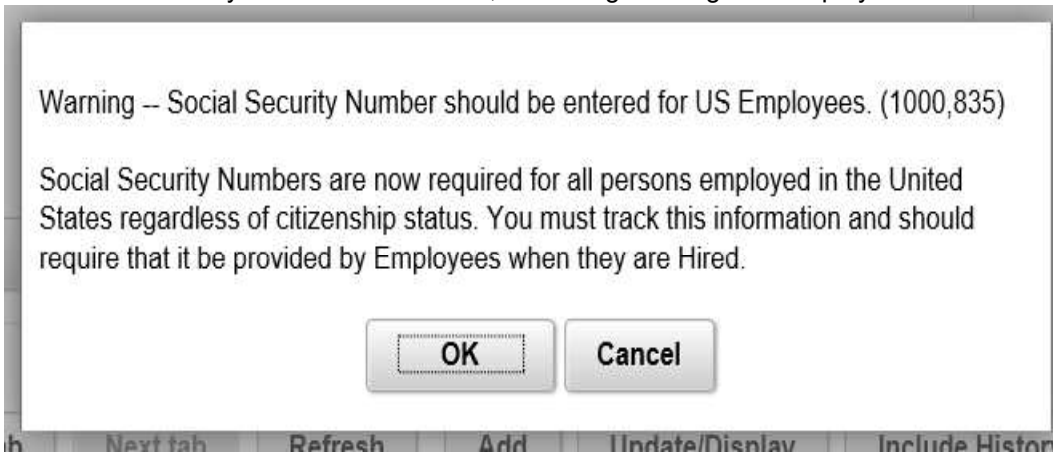
- Select the Employee checkbox
- Click Add Relationship

18. A message will display



19. Click Yes

20. If no Social Security number was entered, a warning message will display



21. Click OK

22. The Empl ID is assigned. If an Empl ID was reserved for the employee, this is the pre-assigned Empl ID.

Employee [REDACTED] Empl ID NC [REDACTED]
Empl Record 0

Work Location Details 1 of 1

*Effective Date <input type="text"/>	Date Created 12/03/2020	<input type="button" value="Go To Row"/> <input type="button" value="+"/> <input type="button" value="-"/>
Effective Sequence <input type="text" value="0"/>	Action Hire	
HR Status Active	*Reason <input type="text"/>	
Payroll Status Active	*Job Indicator Primary Job <input type="button" value="v"/>	

*Position Number <input type="text"/>	Line Number <input type="text"/>	History
NYS Position <input type="text"/>		
Position Entry Date <input type="text"/>		
<input type="checkbox"/> Position Management Record	Comments	
*Regulatory Region USA	United States	
*Company <input type="text"/>		
*Business Unit NYSPY	New York State Payroll	
*Department <input type="text"/>		
Department Entry Date <input type="text"/>		
*Location <input type="text"/>		
Position Location <input type="text"/>		
Establishment ID <input type="text"/>		
Last Start Date <input type="text"/>		
Expected Job End Date <input type="text"/>		

23. Enter or confirm the following fields:
24. Effective Date: This must be equal to or greater than the effective dates entered on the Personal Data page. Job Data rows can be future dated.
25. Effective Sequence: This should be 0
26. Action: The Action is "Hire"
27. Reason
28. Position Number: When you tab out of this field, the remaining fields in the tab populate.
29. NYS Position: Update the NYS Position if applicable.

30. Continue to the Job Information page

[Work Location](#)
[Job Information](#)
[Job Labor](#)
[Payroll](#)
[Salary Plan](#)
[Compensation](#)

Employee [REDACTED] Empl ID [REDACTED]
 Empl Record 0

Job Information Details 1 of 1 [Go To Row](#)

Effective Date	12/04/2020	Action	Hire
Effective Sequence	0	Reason	Appoint
HR Status	Active	Job Indicator	Primary Job
Payroll Status	Active		Future

Job Code	022748	PROGRAM AIDE
NYS Jobcode	022748	PROGRAM AIDE
Appointment Code	PERM	
Entry Date	12/04/2020	
Supervisor Level		
Reports To		
Regular/Temporary	Regular	*Full/Part Full-Time
Empl Class		*Officer Code None
Regular Shift	Not Applicable	Shift Rate
Jurisdictional Class	Competitive	Shift Factor

Standard Hours

Work Schedule	NYYYYYN	Position FTE	1.0000
Standard Hours	40.00	Part-Time Pct	1.0000
Work Period	W Weekly	Empl Work Percent	1.0000
<input type="checkbox"/> Adds to FTE Actual Count?		<input type="checkbox"/> Encumbrance Override	

Contract Number

Contract Number		Next Contract Number
Contract Type		

USA

31. Enter or confirm the following fields:

- Appointment Code: Confirm the default or select the Appointment Code for this employee.
- Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
- Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.

32. Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.

NOTE: If the employee's Pay Basis Code is FEE (Fee), HRY (Hourly), or AJT (Adjunct) the default value of "1.0000" cannot be modified.

33. Continue to the Job Labor Page

Employee [Redacted] Empl ID [Redacted]
 Employee [Redacted] Empl Record 0

Labor Information ? 1 of 1

Effective Date: 12/04/2020
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active
 Action: Hire
 Reason: Appoint
 Job Indicator: Primary Job
 Future

Bargaining Unit: 06 MIC
 Labor Agreement:
 Labor Agreement Entry Dt:
 Employee Category:
 Employee Subcategory:
 Employee Subcategory 2:
 Position Management Record
 Union Code: MAN Management Confidential
 Union Seniority Date:
 Works Council ID:
 Labor Facility ID:
 Entry Date:
 Stop Wage Progression
 Pay Union Fee
 Exempt from Layoff
 Benefit Flag: 9
 No Coverage
 Reason:

Assigned Seniority Dates ? 1-1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			<input type="checkbox"/>	

34. Enter the Benefit Flag value that is applicable for the employee's position.
 NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.

35. Continue to the Payroll page.

Employee [Redacted] Empl ID [Redacted]
 Employee [Redacted] Empl Record 0

Payroll Information ? 1 of 1

Effective Date: 12/04/2020
 Effective Sequence: 0
 HR Status: Active
 Payroll Status: Active
 Action: Hire
 Reason: Appoint
 Job Indicator: Primary Job
 Future

*Payroll System:

Payroll for North America ?

Pay Group: SIF	State Insurance Fund	Holiday Schedule: 10DY	10 Day Sch
Employee Type: S	Salaried	*Tipped: Not Tipped	<input type="button" value="Q"/>
Tax Location Code: NY1	New York City Tax	FICA Status: Subject	<input type="button" value="Q"/>
GL Pay Type: <input type="text"/>		Edit ChartFields	
Combination Code: <input type="text"/>			

36. Enter or confirm the following fields:

- Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
- FICA Status: If necessary update the employee's FICA (Federal Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.

37. Continue to the Salary Plan page.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Salary Plan Details ?

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Appoint

Payroll Status Active Job Indicator Primary Job

Salary Admin Plan MAC Management Confidential Future

Grade 613 Grade 613

Step Step Entry Date 12/04/2020

Includes Wage Progression Rule

38. Confirm the following fields, which are based on the attributes of the position:

- Salary Administration Plan
- Grade
- Grade Entry Date

39. Continue to the Compensation page.

Work Location | Job Information | Job Labor | Payroll | Salary Plan | **Compensation**

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Compensation Details ?

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Appoint

Payroll Status Active Job Indicator Primary Job

Compensation Rate 0.000000 *Frequency AA Admin Future

Salary Information

Anniversary Date 12/04/2020 Increment Code 0000

FIS Amount 0 NYS Grade 613

▶ Comparative Information ?

▶ Pay Rates ?

Pay Components ?

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ANN	0		USD	A	

40. Verify that the Comp Rate Code is correct.

41. Review the following fields:

- Increment Code: Defaults to zero.
- FIS Amount: Defaults to zero.

- Anniversary Date: The field defaults to the effective date of the Hire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.

NOTE: Salary is entered on the Job Action Requests page

42. Continue to the Employment Data page.

Employment Information

Employee [REDACTED]

Empl ID [REDACTED]

Empl Record 0

Mail Drop ID

Organizational Instance ?

Organizational Instance Rcd 0	Original Start Date <input type="checkbox"/> Override	
Last Start Date	First Start Date	
Termination Date	Years Months Days	
Org Instance Service Date <input type="checkbox"/> Override	0 0 0	

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date	First Assignment Start
Assignment End Date	
Home/Host Classification Home	Years Months Days
Company Seniority Date <input type="checkbox"/> Override	0 0 0
Benefits Service Date <input type="checkbox"/> Override	0 0 0
Seniority Pay Calc Date <input type="checkbox"/> Override	0 0 0
Probation Date <input type="text"/>	
Professional Experience Date <input type="text"/>	Last Verification Date <input type="text"/>
Business Title	Position Phone

43. Enter the Mail Drop ID. This is a location code defined by your agency for sorting checks and check advices for distribution.

44. Continue to the Benefits Program Participation page

45. Enter or confirm the following fields:

- Benefit Record Number: Confirm this is equal to the Empl Record number.
- Effective Date: Confirm this is equal to the date the employee was hired and the date the employee's benefit program becomes active.
- Eligible for Health Insurance Coverage: Select Y or N.
- Date Eligible for Health Insurance Coverage
- Benefit Program Participation Details: update the Effective Date, indicating the date on which the employee's benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible, or use the Lookup Benefit Program (Alt + 5) button and select an entry in the Benefit Program column.

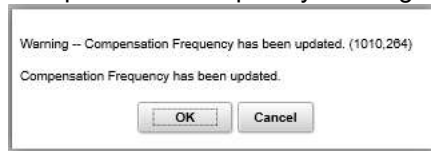
46. Click the OK button.

47. Various warning messages will be received:

- Pay Change Request warning: This is a reminder that you have to submit a Job Request. Click OK.



- Compensation Frequency warning: Click OK.



Result

The employee has been hired into the Payroll System.

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