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

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

🖹 🔍   ◁ ◁ 1-1 of 1 ▼ ▷ ▷| | View All

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

10. Click the Add Address Detail link

Address History

Address Type Home

Address History	Q i |◀ ◀ 1 of 1 ☑ ▶ ▶
*Effective Date [📅] Address	＋ －
Country USA Q	
*Status A Q	
Add Address	

11. Enter the Effective Date. The date must equal the Name effective date.

12. Click the Add Address link.

Edit Address

*Country United States

*Address 1 [   ]

Address 2 [   ]

Address 3 [   ]

*City [   ]   *State [Q]

*Postal [   ]

County [   ]

[OK]   [Cancel]

13. 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

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

15. Continue to Organizational Relationships

Biographical Details	Contact Information	Regional	Organizational Relationships

■■■■■■■   Person ID   NEW

Choose Org Relationship to Add

☐ Employee

☐ Reserve EmpIId

[Add Relationship]

16. Select the Employee checkbox

17. Click Add Relationship

18. A message will display

Are you sure you want to hire this person as an employee? (24000,320)

If you are sure, please click Yes and complete the required Job Data information, else please click No to return to page and Cancel.

Yes   No
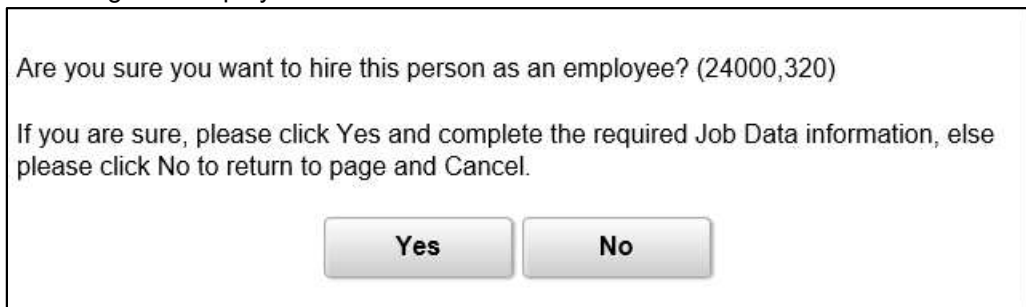
19. Click Yes

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

Warning -- Social Security Number should be entered for US Employees. (1000,835)

Social Security Numbers are now required for all persons employed in the United States regardless of citizenship status. You must track this information and should require that it be provided by Employees when they are Hired.

OK   Cancel

h   Next tab   Refresh   Add   Update/Display   Include History

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.

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

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

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.

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.

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.

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.

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.
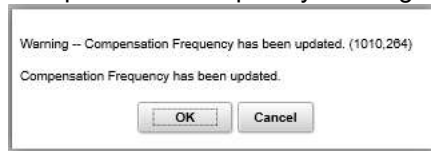
46. Click the OK button.

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.

Warning -- Compensation Frequency has been updated. (1010,264)

Compensation Frequency has been updated.

OK   Cancel

Result
The employee has been hired into the Payroll System.

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