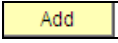
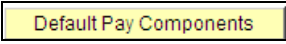





Hiring a Contract Internal Employee

1.	On the Menu Bar , Click the Workforce Administration link.
2.	Click the Personal Information folder.
3.	Under the Organizational Relationships folder, Click on the New Employment Instance link.
4.	Click on the Employee's EmplID number .
5.	TAB out of the field The system will assign the next available Empl Rcd Nbr for your employee.
6.	Click Add . 
7.	Type in the date of hire in the Effective Date field.
8.	The Action/Reason should always be Hire on a new record number.
9.	Enter in the Department Number .
10.	TAB out of the field The Department information will default in.
11.	Click the Job Information tab.
12.	Type in the Job Code and TAB out. The job title and standard hours will default in.
13.	Click the Payroll tab.
14.	Click the Look up Pay Group button.
15.	Click on ICT - Internal Contract Pay .
16.	Click the OK button.
17.	Click the Salary Plan tab.
18.	The Grade and Step default in from the Job Code. If needed, click the Look up Grade button and choose the appropriate grade. Then Click the Look up Step button and choose the appropriate step.
19.	From the Search Results choose the appropriate Step .
20.	Click the Compensation tab.
21.	Click the Default Pay Components button. 
22.	Verify the Comp Rate is correct.
23.	Click Save . 

24.	<p>**NEW STEP**</p> <p>Under the Menu Bar Click the Job Information link to add in the termination row.</p>
25.	Click on the Job Data Folder.
26.	Enter in the EmplID number (if not there) Then click the Search button.
27.	Click on the Record Number you are currently working on.
28.	Click on the Plus (+) button to add in the termination row.
29.	Type in the Effective Date of the termination.
30.	Click on the Action/Reason drop down menu and choose Termination .
31.	Click the Save button. 
32.	Under the Menu Bar click the Contract Administration link.
33.	Click the Update Contract Pay NA button.
34.	Enter in the EmplID Number (if not there) Then Click Search .
35.	Click on the Record Number that you are working on.
36.	<p>Type in the Effective Date.</p> <p>This date should be the same as the job hire date.</p>
37.	<p>Click on the Contract Pay Type drop down menu.</p> <p>Select Standard URI Contract.</p>
38.	Enter in the Contract Begin Date .
39.	Enter in the Contract End Date .
40.	Click Save . 
41.	<p>Please refer to the Internal Personal and I-9 Documentation for instructions on how to enter in your employee's personal and I-9 information.</p> <p>End of Procedure.</p>