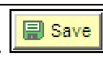
Hiring an Hourly Internal Employee

1.	On the **Menu Bar,** click the **Workforce Administration** link.
2.	Click the **Personal Information Folder.**
3.	Under the **Organizational Relationships folder,** Click on **New Employment Instance.**
4.	Enter in the employee's **EmplID number**.
5.	**TAB out.** The system will assign the next available record number for this employee.
6.	Click **Add**. Add
7.	Enter 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 where the job is located and **TAB out.** All departmental information will default in.
10.	Click the **Job Information** tab. Job Information
11.	Enter the **Job Code** in the **Job Code Field.** Please consult the Internal Salary Plans document for the appropriate Job Code to use.
12.	Adjust the **Standard Hours** to what the employee will be working.
13.	Click the **Payroll** tab. Payroll
14.	Click the **Look up Pay Group** button.
15.	Click on **INT Internal Hourly Pay**
16.	Click the **Salary Plan** tab. Salary Plan
17.	Click on the **Look up Step** button to adjust the step amount.
18.	Click on the appropriate step amount.
19.	Click on the **Compensation Tab** Compensation
20.	Click on the **Default Pay Components** button. Default Pay Components
21.	Verify the **Comp Rate** is correct. Click **Save**. Save
22.	****NEW STEP**** Under the **Menu Bar,** click the **Job Information** link to add in the Termination row.
23.	Click on the **Job Data Folder**

24.	Enter in the **EmplID** number (if not there) and click **Search**.
25.	Click on the **Record Number** you are currently working on.
26.	Click the **Plus (+)** to add in the termination row.
27.	Enter the **Effective Date** of the termination.
28.	Click on the **Action/Reason** drop down menu and choose **Termination.**
29.	Click the **Save** button. 
30.	Click the **Employment Data** link.
31.	Click the **Time Reporter Data** link.
32.	Click on the **Payable Time Start Date field** and enter the effective date of job. This date is equal to the job hire date.
33.	Enter the **Effective Date** of the job. (This date will be the same as the Payable Time Start Date.)
34.	The **Time Reporter Status** is **Active.**
35.	Click the **Look up Workgroup** button.
36.	What you choose here will depend on the type of job you hired the person for. In this instance it is **INT Hourly - Internal Hourly Positive Pay.**
37.	Click the **Look up Task group** button.
38.	The **Task group** will always be PSNONCATSK **- Commitment Accounting.**
39.	Click the P**lus (+)** button to add in the inactive row.
40.	Enter the **Effective Date** of the Inactive row. This will be the same date as the job termination.
41.	Select **Inactive** from the list
42.	Click the **OK** button.
43.	Click the **Save** button.
44.	Once you have hired your internal employee, proceed to Modify a Person to verify their personal information and enter in the I-9 information. Forward the appointment letter and all I-9 documentation to Human Resources. **End of Procedure.**