


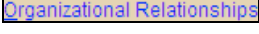

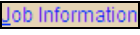

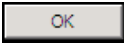



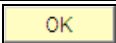
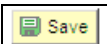
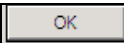
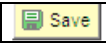
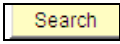



Hiring New Employee w/o an EmplID (Contract)

1.	Under the Menu Bar , Click the Workforce Administration link.
2.	Under the Personal Information Folder, click on the Add a Person link.
3.	BEFORE ADDING PERSON, A SEARCH MUST BE DONE TO ENSURE THE PERSON DOES NOT ALREADY EXIST IN THE SYSTEM. PLEASE REFER TO THE SEARCH MATCH DOCUMENTATION ON HOW TO DO THIS. Once it is verified that the person does not already exist in the system proceed to next step. Click on Add the Person . This function will assign an EmplID to an employee.
4.	The Effective Date defaults in with the present date. Unless the job actually begins prior to this date, leave it as it defaults.
5.	Click on Add Name
6.	Enter in the employee's name as it appears on their social security card.
7.	Click ok
8.	Enter in the employee's birth date.
9.	Choose the gender from the drop down list.
10.	Enter in the social security number. Be sure to take the number directly from their social security card.
11.	Click the Contact Information tab. 
12.	To add in their home address, click on the Add Address Detail link.
13.	Click on the Add Address link.
14.	Enter in the Home Address and then click OK .
15.	Click the OK button. 
16.	Click the Regional tab. 
17.	Click the Look up Ethnic Group Button
18.	Choose the appropriate Ethnic Group Description .
19.	PLEASE NOTE: All I-9 documentation and verification is done at Human Resources. Please have the employee make an appointment with Nancy Gardner in HR within 3 days of their active date.
20.	Click the Organizational Relationships tab. 
21.	Click the Employee box.
22.	Click the Add the Relationship button. 
23.	Enter in the Effective Date of the job.
24.	Enter in the Department number.
25.	Once you tab out of the department field, all departmental information defaults in. Click the Job Information tab. 
26.	Enter in the Job Code and tab out.
27.	Click the Payroll tab. 

28.	Click the look up for Pay Group .
29.	For a contract internal employee, the Pay Group is ICT.
30.	Click the OK button. 
31.	Click the Salary Plan tab. 
32.	Click the Look up Step button.
33.	Choose the appropriate step.
34.	Click the Compensation tab. 
35.	Click the Default Pay Components button. 
36.	Click the OK button. 
37.	Click Save .  To add in the termination row, Click on the Job Information link under the Menu Bar .
38.	Click the Job Data link.
39.	Click on the plus (+) button in the upper right hand corner on the Work Location panel.
40.	Enter in the Job End date in the Effective Date field.
41.	Click OK for the warning regarding date out of range. 
42.	Click the Termination action from the Action/Reason drop down menu
43.	Click Save . 
44.	Under the Menu Bar , click on Contract Administration .
45.	Click the Update Contract Pay NA button.
46.	Enter in the ID number (if it does not appear) and the record number . Click Search . 
47.	The Effective Date should be the same as the Hire date on the Job Data.
48.	Choose the Contract Pay Type from the drop down menu. This should be Standard URI Contract.
49.	Enter in the Contract Begin Date and the Contract End date. Then Save .  **Remember to send Appointment letter and drug free work place acknowledgement to Human Resources.
50.	End of Procedure.