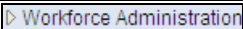
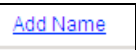
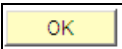


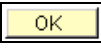
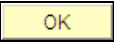


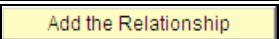
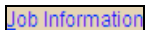

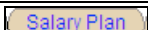
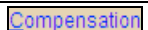
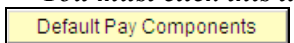
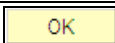


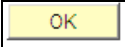



## Hiring New Internal Employee w/o an EmplID (Hourly)

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| 1.  | Under the <b>Menu Bar</b> , Click the <b>Workforce Administration</b> link.   |
| 2.  | Under the <b>Personal Information</b> Folder, click on the <b>Add a Person</b> link.   |
| 3.  | <p><b>BEFORE ADDING PERSON, A SEARCH MUST BE DONE TO ENSURE THE PERSON DOES NOT ALREADY EXIST IN THE SYSTEM.</b></p> <p><b>PLEASE REFER TO THE SEARCH MATCH DOCUMENTATION ON HOW TO DO THIS.</b></p> <p><b>Once it is verified that the person does not already exist in the system proceed to next step.</b></p> <p>Click on <b>Add the Person</b>. This function will assign an EmplID to an employee.</p> |
| 4.  | <p>The <b>Effective Date</b> defaults in with the present date.</p> <p>Unless the job actually begins prior to this date, leave it as it defaults.</p>   |
| 5.  | Click on <b>Add Name</b>    |
| 6.  | Enter in the employee's name as it appears on their social security card.  |
| 7.  | Click <b>Ok</b>   |
| 8.  | Enter in the employee's birth date.  |
| 9.  | Choose the <b>gender</b> from the drop down list.  |
| 10. | Enter in the <b>social security</b> number.<br>Be sure to take the number directly from their social security card.  |
| 11. | Click the <b>Contact Information</b> tab.    |
| 12. | To add in their home address, click on the <b>Add Address Detail</b> link.    |
| 13. | Click on the <b>Add Address</b> link.  |
| 14. | Enter in the Home Address and then click <b>OK</b> .   |
| 15. | Click the <b>OK</b> button.   |
| 16. | Click the <b>Regional</b> tab.    |
| 17. | Click the <b>Look up</b> to enter in the <b>Ethnic Group</b> .   |
| 18. | Choose the appropriate <b>Ethnic Group Description</b> .   |
| 19. | <b>PLEASE NOTE:</b> 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.   |

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| 20. | Click the <b>Organizational Relationships</b> tab.    |
| 21. | Click the <b>Employee</b> box.  |
| 22. | Click the <b>Add the Relationship</b> button.   |
| 23. | Enter in the <b>Effective Date</b> of the job.<br><br>The hire date should always be the first Sunday of a pay period.  |
| 24. | The <b>Action/Reason</b> will stay HIRE.<br><br>Enter in the <b>Department</b> number and tab out of the field.   |
| 25. | Once you tab out of the department field, all departmental information defaults in.<br><br>Click the <b>Job Information</b> tab.<br> |
| 26. | Enter in the <b>Job Code</b> and tab out.<br><br>All job code information will default in such as title and standard hours.<br><br>Adjust the standard hours as necessary.  |
| 27. | Click the <b>Payroll</b> tab.    |
| 28. | Click the look up for <b>Pay Group</b> .  |
| 29. | Click the appropriate <b>Pay Group</b> for the internal person being hired.   |
| 30. | Click the <b>Salary Plan</b> tab.    |
| 31. | Click the <b>Look Up Step</b> button.   |
| 32. | Choose the appropriate step.  |
| 33. | Click the <b>Compensation</b> tab.   |
| 34. | Click the <b>Default Pay Components</b> button.<br><br><b>** You must click this tab or the compensation will be zero. **</b><br>  |
| 35. | Once the hourly rate is verified, Click the <b>OK</b> button.    |
| 36. | Click the <b>Save</b> button.    |
| 37. | To enter in the <b>Termination Row</b> , click the <b>Job Information</b> drop down link.   |
| 38. | Click the <b>Job Data</b> button.   |
| 39. | Enter in <b>EmplID number</b> and click <b>Search</b> .   |
| 40. | Click the <b>plus (+) button</b> on the right hand side to add a row.   |

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| 41. | <p>Notice that the job record now shows two (2) rows.</p> <p>In the <b>Effective Date</b> field, type in the <b>Termination date</b>. Then <b>Tab</b> out.</p>  |
| 42. | <p>When you receive the date out of rage warning, just click <b>OK</b>.</p>   |
| 43. | <p>Choose the <b>Termination</b> action from the <b>Action/Reason</b> drop down menu.</p>   |
| 44. | <p>Click the <b>Save</b> button. </p>  |
| 45. | <p>Click the <b>Employment Data</b> link located towards the bottom of the job panel.</p>   |
| 46. | <p>Click the <b>Time Reporter Data</b> link.</p>  |
| 47. | <p>The <b>Payable Time Start Date</b> should be the same date as the job hire date.</p>   |
| 48. | <p>The <b>Effective Date</b> should also be the date the hire date of the job.</p>  |
| 49. | <p>The <b>Time Reporter Status</b> should be Active.</p>  |
| 50. | <p>Click the <b>Look Up Workgroup</b> button.</p>   |
| 51. | <p>What you choose here will depend on the type of Internal employee you are hiring.</p> <p>Unless otherwise instructed, choose <b>Internal Hourly Positive Pay</b>.</p>  |
| 52. | <p>Click the <b>Look Up Task group</b> button.</p>  |
| 53. | <p>The task group is <b>ALWAYS PSNONCATSK COMMITMENT ACCOUNTING</b></p>   |
| 54. | <p>In order for the Time Reporter Data to work, an <b>Inactive Row</b> must be added.</p> <p>Click on the <b>plus (+) button</b> on the right hand side to add a row.</p>   |
| 55. | <p>The <b>Effective Date</b> should equal the <b>Job Data Termination Date</b>.</p>   |
| 56. | <p>In the <b>Time Reporter Status</b> field, choose <b>Inactive</b> from the drop down menu.</p>  |
| 57. | <p>Click <b>OK</b> </p>  |
| 58. | <p>Click <b>Save</b>.</p> <p><b>DON'T FORGET -</b></p> <p>To forward the Appointment Letter, and drug free form to Human Resources.</p>  |
| 59. | <p><b>End of Procedure.</b></p>   |