

HUMAN RESOURCES MANAGEMENT

CSUDH Custom: eHire HCM 9.0 Business Process Guide

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Introduction

The eHire Form Guide describes the pages and fields needed to properly complete an eHire using PeopleSoft.

The eHire is used as a hiring document. With all the Action/Reasons the goal is to <u>'HIRE'</u> a person. It could be an initial hire, hire for a prior employee or a re-Hire (for various reasons).

This guide describes the process for completing an eHire form. This guide should be used whenever a Human Resource and/or Payroll 'hire' transaction needs to occur. The department is responsible for the communication of the transaction information to Human Resource and/or Payroll.

Processing Steps Navigation: CSUDH Custom > eFAST/eHire Form > eHire Form

• Select Add a New Value.

| eHIRE Form | | |
|--------------------------------|-----------------|-----|
| <u>F</u> ind an Existing Value | Add a New Value | |
| Run Control ID: | | |
| Add | | - 1 |
| Find an Existing Value Ad | d a New Value | _ |

- You must create at least one "Run Control ID"
- You can have more than on Run Control ID
- Click "Add"

| Enter any in | formation you have and click Search. Leave fields blank for a list of all values. |
|--------------|---|
| Find an E | xisting Value Add a New Value |
| Limit the nu | imber of results to (up to 300): 300 |
| Search b | y: Run Control ID begins with |
| Case S | ensitive |
| Search | Advanced Search |
| Find an Exi: | sting Value Add a New Value |

 A Run Control ID is used to track the reports and forms that you generate and is required in order to generate an eHire. It can be any letter, word, number or phrase you choose. It can be used or selected repeatedly

| *Action | Q | * | Reason | | |
|----------------|----|-----------|---------------|----------|--|
| Effective Date | BI | | | | |
| Position | Q | | *Salary Grade | | |
| Department | | | Reg/Temp | | |
| Job Code | | | | | |
| Salary | | | | | |
| Empl Class | | ▼ FTE Fra | action / | Decimal | |
| | | | | | |
| | | | | | |
| Reports To | Q | | | | |
| Comments | | | | () () | |
| | | | | | |

- Once you click "Add" you will be brought to an information page
- Use the or icon to look up the various options
- Enter the 'Action'
- Based on the Action select the 'Reason'
- Enter Effective date

If REH/REH selected above click

- Enter the prior employees ID #
- Select the appropriate Empl Rcd# (Employee Record #)
- Then click Go Back to eHIRE Page
- You may need to select the Rehire Type as well

If HIR selected above click

- Enter the employees First, Middle and Lastname.
- Then click Go back to eHIRE Page

| *Action | Q | * | Reason | | |
|----------------|----|----------|---------------|----------|--|
| Effective Date | 31 | | | | |
| Position | Q | | *Salary Grade | Q | |
| Department | | | Reg/Temp | | |
| Job Code | | | | | |
| Salary | | | | | |
| Empl Class | | ▼ FTE Fr | action / | Decimal | |
| | | | | | |
| | | | | | |
| Reports To | Q | | | | |
| Comments | | | | K | |
| | | | | | |

- Enter the position number
- Enter the Salary Grade
- If necessary, Enter the Expected Job end date
- Enter the Base Salary from the salary schedule
- Select the Employee Class (Regular, FERP, Temp, Emergency Hire, Intermittent, Etc)
- Enter the FTE (Timebase)
- If necessary, Enter the Pay Plan
- If necessary, Enter the months off
- Enter the Supervisors position number
- Enter all relevant comments such as reason for the transaction, Recruitment number, Months off, etc.

| Run Control ID: | 1 | | | | Report Manager |
|---------------------------|-----------------|----------------------|--------------|---------------------|-----------------------|
| Language: E | English | | | | |
| Employee Hire Pa | arameters | | | | |
| Katness Eve | rdeen | | | 3 | Print eHire Form |
| *Action | HIR 🔍 Hire | | *Reaso | APT 🔍 Appointmer | nt |
| *Effective Date | 01/25/2012 🛐 | | 2 | Enter Employee Nam | e |
| *Position | 00000120 🔍 | LEC - AY - Part-Time | Faculty | *Salary Grade 2 | ٩ |
| Department | 28100 | CLINICAL SCIENCE | | Reg/Temp T | emporary |
| Job Code | 2358 | Lecturer AY | | _ | |
| *Salary | 5000.000 | | Expe | cted Job End Date 0 | 5/23/2012 🛐 |
| *Empl Class | Temporary | • | FTE Fraction | 1 / 2 1/2 | Decimal 0.500000 |
| Pay Plan | | | | | |
| 🔲 10/12 | 🔲 11/12 | 12/12 | | | |
| Reports To | ٩ | | | | |
| *Comments | New Hire, Rec # | 1500 | | | ₩. |
| | | | | | |
| Save 1 | | | | | E+Add Jupdate/Display |
| eHIRE Form <u>eHIRE</u> | ENAME | | | | |
| | | | | | |

- Click Save
 Click Print eHire Form
- 3. Click Report Manager

| List Expl | orer | Administ | ration Arc | chives | | | | |
|-------------|--------------|------------------|-------------|----------------------|------------------------------------|--------------------|----------------|----------------|
| View Report | ts For | | | | | | | |
| User ID: | ared | wards | Type: | | ▼ Last | - | 1 | Da |
| Status: | | | Folder: | | Instance: | | to: | |
| Report List | | | | <u>Customize</u> F | ind View All 🖞 | 21 | First 🚺 1-4 of | 4 🚺 Last |
| Select | Report ID | Prcs Instance | Description | | <u>Request</u> <u>Date/Time</u> | <u>Format</u> | <u>Status</u> | <u>Details</u> |
| | 21575 | 935319 | DHHCM002 | | 05/21/2012 3:36:40PM | Acrobat (*.pdf) | Processing | |
| | 21571 | 935313 | DHHCM002 | | 05/21/2012 3:30:12PM | Acrobat (*.pdf) | Posted | <u>Details</u> |

- You are now in the Report Manager where you can retrieve your document
- You may need to click on the Administration tab
- If under status you do not see "Posted" click on the yellow refresh button until you see "Posted"
- Highlighted in blue under Description is the PeopleSoft name of your report.
- Click the description name in blue to view and print a .pdf version of your eHire report (form)
- If you have a pop-up blocker activated, you will need to deactivate the blocker by holding down the control key while clicking on
- The information you selected in the PeopleSoft screens will populate on the .pdf eHire form.
- The eHire form is ready to be sent to your printer.
- If everything is correct, you are ready to have your eHire form signed by the appropriate administrators

| Position Number: 0000012 | 0 Title: LEC - AY - Part-Time Faculty | Base Monthly Salary: 5,000.00 |
|---|--|--|
| Emp Class: Temp | Range and/or Step: 2 | Job Code: |
| Effective Date: 01/25/201 End Date: 05/23/201 | 2 Time Base: 1/2 2 Dept: CLINICAL SCIENCE | Months Off: |
| Reports To: | | Month's On. |
| Funding: 28100 AADHT 6018 Comments: New Hire, Rec | 04 / 100% / G10 #1500 | |
| Dean/Director | Date Vice President/Designee Date | e Budget Office Dat |
| | PAYROLL/HR ONLY | |
| | PeopleSoft Hire a New Employee | Dev Crewe |
| DOB: / / | Address: | Pay Group: |
| Sex: | SSN: | Tax Location: CA |
| Highest Degree Code: | Ethnicity: | Holiday Schedule: |
| Degree Year: | Military: | Misc Comments: |
| FICE: | Disability: | |
| | Education Information (if applicable | 2) |
| License/ | | <u> </u> |
| Credential / | / Certificate | |
| | | |
| Foderal Marital Status | Payroll Tax Information (EAR) | Selen: Over Mey Bengel |
| Federal Marital Status: | State Marital Status: | Salary Over Max Range: |
| Total Federal Exemptions: | Total State Exemptions: | Monthly Salary (+) |
| Addl Tax - Federal: \$ | Addl Tax - State: \$ | Range Max (-) |
| Federal/State Exempt: \$ | Non-Disclosure: | Red Circle Amt (=) |
| | DIMO Information | |
| Probation Code: | PIMS Information | Potiroment Code: |
| Probation End Dt | MSA Date: | Misc Comments: |
| DIP Elig Date: | Sabbitical Elig Date: | Anniversary Date: |
| Recruit Agency: | Recruit School: | · · · · · · · · · · · · · · · · · · · |
| | cSafetyNot ApplicableMedicare e Agency or Campus: Last Employ | _TYOther ed by CA Public Agency |
| Retirement Option:Miscust Employed by CA Stat | / | – – 9 Separated(mo/yr) |
| Retirement Option:Mis Last Employed by CA Stat Agency/Campus Name Date Last Name (If Different) | Agency/Campus Name Date Last Name (If Different) | – – Separated(mo/yr) |
| Retirement Option:Mis Last Employed by CA Stat Agency/Campus Name Last Name (If Different) Active member of Cal PERS? YES | Agency/Campus Name/ Separated(mo/yr) Agency/Campus NameDate Last Name (If Different) S NO Retired annuitant from PERS? YES NO Active mem Parking Deduction? YES NO | – – Separated(mo/yr) ber of STRS? YES NO |
| Retirement Option:Misting Last Employed by CA Stat Agency/Campus Name Date Last Name (If Different) Active member of Cal PERS? YES Eligible for Benefits? YES | Separated(mo/yr) Agency/Campus Name Date Last Name (If Different) S NO Retired annuitant from PERS? YES NO Active mem Parking Deduction? YES NO Comp | e Separated(mo/yr) liber of STRS? YES NO pleted by |
| Retirement Option:Misc Last Employed by CA Stat Agency/Campus Name Date Last Name (If Different) Active member of Cal PERS? YES Eligible for Benefits? YES NO | Agency/Campus Name/ Separated(mo/yr) Agency/Campus Name Date Last Name (If Different) S NO Retired annuitant from PERS? YES NO Active mem Parking Deduction? YES NO Comp | ber of STRS? YES NO |

Appendix

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| Action | Code | Reason | Use for |
|--------------|------|---------------------------------------|--|
| HIR – Hire | APT | Appointment | Hire for initial CSU appointment |
| HIR – Hire | PRI | Appoint a Former Employee Prior PS | Rehire a former employee who was not converted into PeopleSoft |
| REH – Rehire | REH | Rehire | Rehire a separated employee |