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.

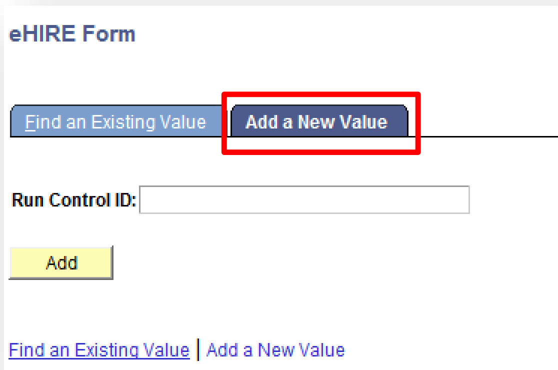
The eHire is used as a hiring document. With all the Action/Reasons the goal is to ***'HIRE'*** a person. It could be an initial hire, hire for a prior employee or a re-Hire (for various reasons).

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.

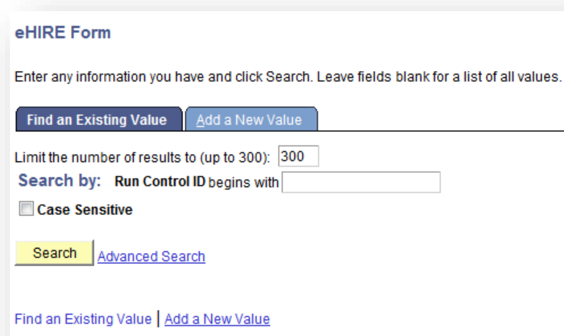
Processing Steps

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

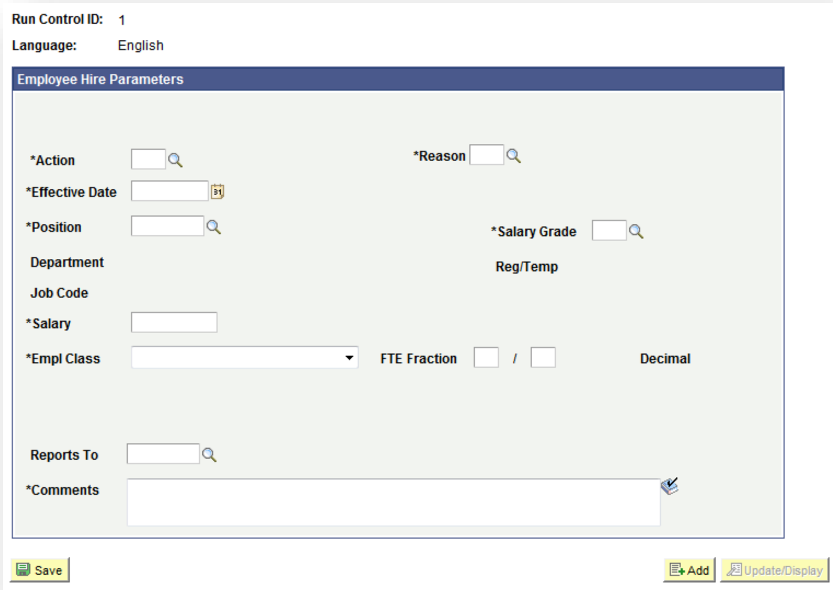
- **Select Add a New Value.**



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



  - **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**



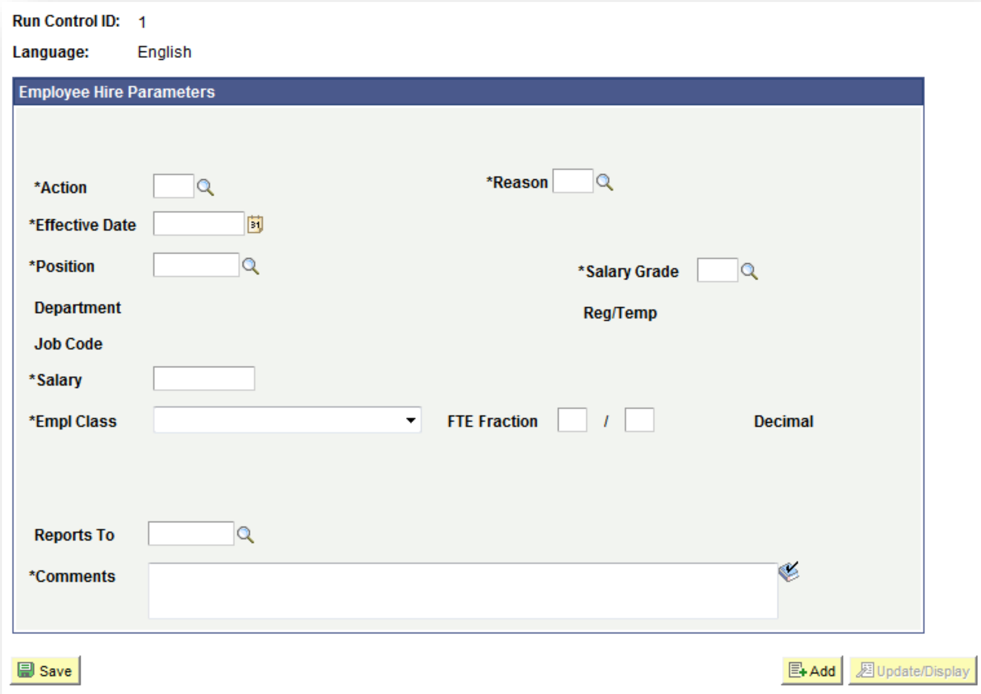
- Once you click “Add” you will be brought to an information page
- Use the icon to look up the various options
- Enter the ‘Action’
- Based on the Action select the ‘Reason’
- Enter Effective date

If REH/REH selected above click Enter Current Employee Info

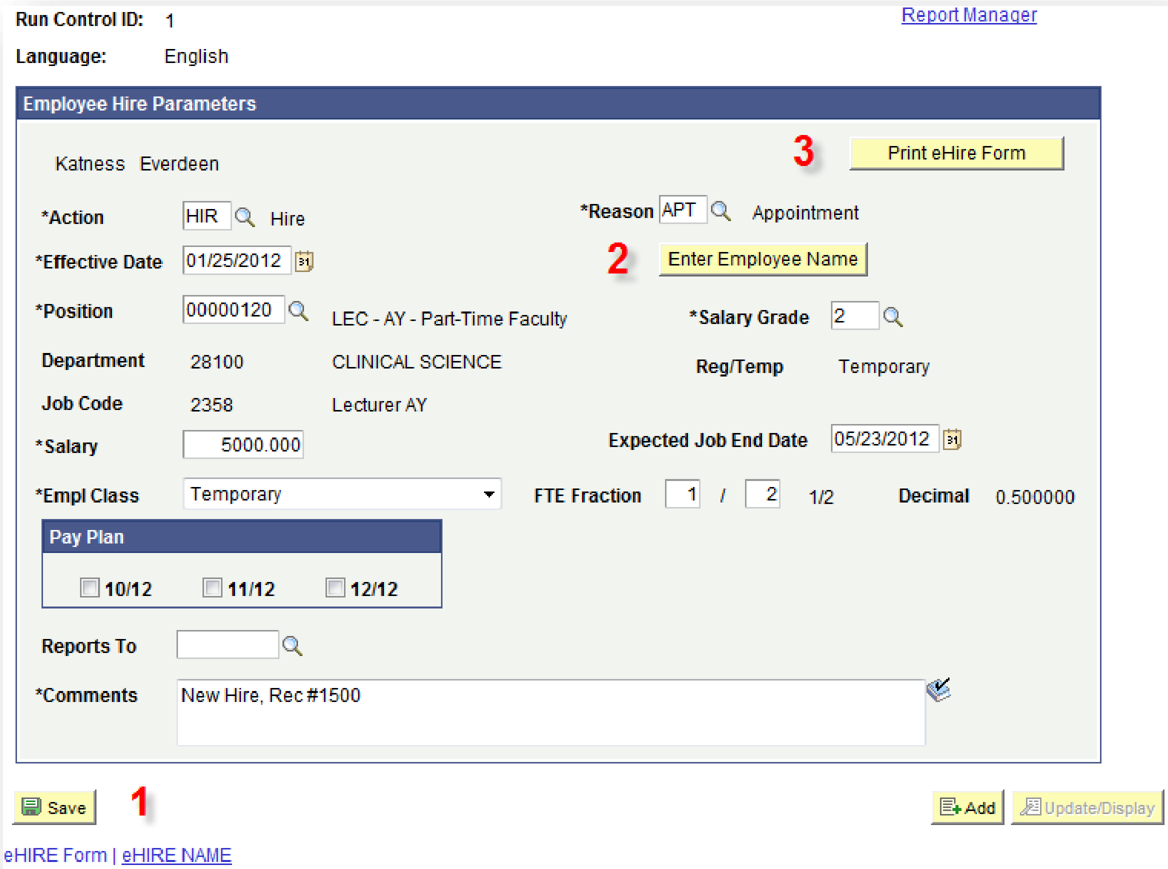
- Enter the prior employees ID #
- Select the appropriate Empl Rcd# (Employee Record #)
- Then click Go Back to eHIRE Page
- You may need to select the Rehire Type as well

If HIR selected above click Enter Employee Name

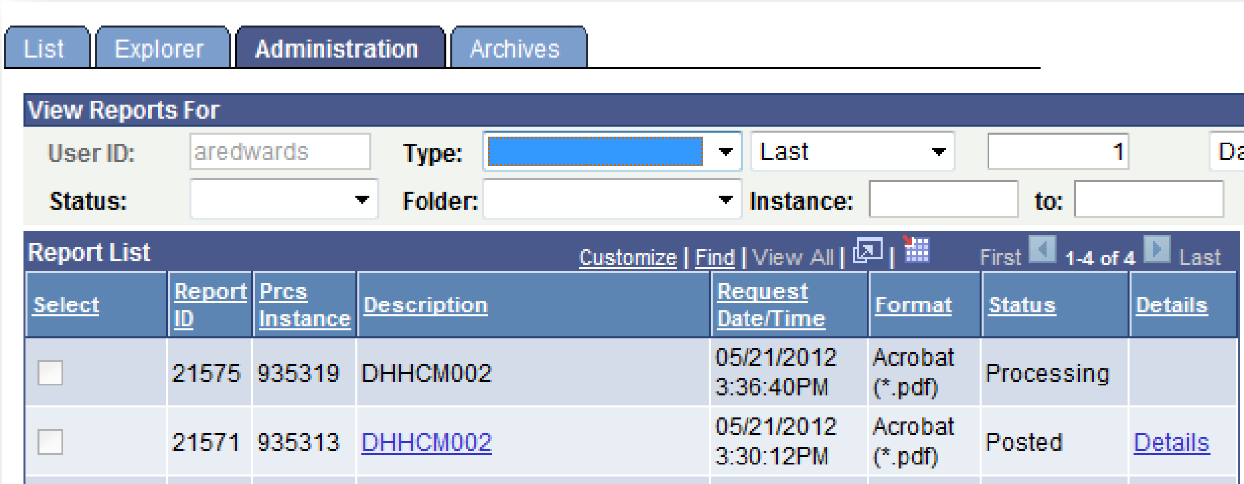
- Enter the employees First, Middle and Lastname.
- Then click Go back to eHIRE Page



- **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.**



1. **Click** Save
2. **Click** Print eHire Form
3. **Click Report Manager**



- **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**

FACULTY, ADMINISTRATOR & STAFF TRANSACTION FORM
California State University Dominguez Hills
Processed by: aredwards on 05/21/2012

ACTION HIR - Hire **REASON** APT - Appointment
NAME Katness Everdeen

Position Number: 00000120	**Title:** LEC - AY - Part-Time Faculty	**Base Monthly Salary:** 5,000.00
Emp Class: Temp	**Range and/or Step:** 2	**Job Code:**
Effective Date: 01/25/2012	**Time Base:** 1/2	**Pay Plan:** 335
End Date: 05/23/2012	**Dept:** CLINICAL SCIENCE	**Months Off:**
Reports To:		
Funding: 28100 AADHT 601804 / 100% / G10		
Comments: New Hire, Rec #1500		

Dean/Director	Date	Vice President/Designee	Date	Budget Office	Date

PAYROLL/HR ONLY

PeopleSoft Hire a New Employee		
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)

License ____ __ / __ / ____	**License** ____ __ / __ / ____
Credential ____ __ / __ / ____	**Certificate** ____ __ / __ / ____

Payroll Tax Information (EAR)

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** (=)

PIMS Information

Probation Code:	**MPP Code:**	**Retirement Code:**
Probation End Dt:	**MSA Date:**	**Misc Comments:**
DIP Elig Date:	**Sabbitical Elig Date:**	**Anniversary Date:**
Recruit Agency:	**Recruit School:**	

Retirement Option:___Misc.___Safety___ Not Applicable___Medicare____TY____Other______
Last Employed by CA State Agency or Campus:_________ Last Employed by CA Public Agency_________

Agency/Campus Name __/__ Date Separated(mo/yr) Agency/Campus Name __/__ Date Separated(mo/yr)

Last Name (If Different) Last Name (If Different)

Active member of Cal PERS? YES NO Retired annuitant from PERS? YES NO Active member of STRS? YES NO

Eligible for Benefits? YES NO Parking Deduction? YES NO Completed by______________________

Academic Personnel	Date	Human Resources	Date	President	Date

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