

New Hire Guide – Faculty and Admin Pro

Save your work before proceeding to the next heading.

People Window

♦ Name ♦ Gender ♦ Action: Create Employment ♦ Person Types: Employee ♦ SSN

Tabs

Personal Info

♦ Birth Date ♦ Registered Disabled: Y/N

Employment Info

♦ Ethnic Origin ♦ Veteran Status

Office Details

♦ Office ♦ Location

Buttons at Bottom of People Window

Address

♦ Address (use one line only) ♦ Zip

Phones

♦ Type: Home ♦ Phone number ♦ Type: Work ♦ Phone number

Special Info (Save after completing each section.)

Conditions of Appointment

♦ Conditions of appointment ♦ Teaching and research experience at other institutions ♦ Interim or acting appointment

Education (repeat for each degree)

♦ Degree ♦ Degree Level (Certificate, Doctorate, Grad, Prof, Undergrad) ♦ Degree Category (use LOV) ♦ Year Earned ♦ Major CIP (use LOV) ♦ Description ♦ Minor CIP (use LOV) ♦ Description ♦ Terminal Degree Flag: Y/N ♦ Institution Name Code (use LOV) ♦ Institutional FICE Code (use LOV)

Emergency Contact

♦ Name ♦ Any phone number(s) ♦ Relationship

Assignment

♦ Employee Group: Faculty/Admin Pro ♦ Employee Qualifier: Non-Federal/Federal ♦ Position (if no position, enter Job)
♦ Payroll: CSU Monthly Payroll ♦ Employee Category: Reg/Spec/Temp ♦ Save ♦ Select a Basis of Service: 12/9 Month
♦ Do you want to use Location of New Org? OK or correct Location field ♦ Appt End Date (in Beer Mug field)

Assignment Tabs

Standard Conditions

♦ Working Hours

Salary Information

♦ Salary Basis: (Change to Summer Session Salary only if applicable)

Miscellaneous

♦ Change Reason: All/New Hire

Buttons at Bottom of Assignment Window

Salary

- ♦ Change Date (hire date) ♦ Change Value (annual salary)

Entries (for Summer Session assignments only – please refer to the manual)

Zoom from Assignment Window

- ♦ Assignment Action Code: New Hire ♦ Select Assignment #, Schedule Lines, Yes when asked to create schedule ♦ Select Assignment in Schedule Hierarchy box ♦ Save ♦ GL Account ♦ Start Date ♦ % ♦ Save ♦ Close Schedule Lines and Labor Scheduling windows ♦ Send Into Approval Process