

New Hire Guide – Non-Student Hourly

Save your work before proceeding to each new 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 ♦ PERA Entry Date (in Beer Mug field)

Buttons at Bottom of People Window

Address

♦ Address (use one line only) ♦ Zip

Phones

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

Special Info

Emergency Contact

♦ Name ♦ Any phone number(s) ♦ Relationship

Assignment

♦ Organization ♦ Employee Group: Non-Student Hourly ♦ Employee Qualifier: Non-Federal ♦ Job ♦ Payroll: CSU Bi-weekly Payroll ♦ Employee Category: Temporary ♦ Save ♦ Do you want to use Location of New Org? OK or correct Location field ♦ Appt End Date (in Beer Mug field)

Buttons at Bottom of Assignment Window

Salary

♦ Change Date (hire date) ♦ Change Value (hourly salary)

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