

# New Hire Guide – Other Salaried Employee

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

## 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

♦ Employee Group: Other Salaried Employee ♦ Employee Qualifier: Non-Federal ♦ Job: 0099xx ♦ Payroll: CSU Monthly Payroll ♦ Employee Category: Temporary ♦ Save ♦ Please 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)

### 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 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