

New Hire Guide – State Classified

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 ♦ Visa Type (if applicable) ♦ Veteran Status

Beer Mug

♦ PERA Entry Date

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.)

Emergency Contact

♦ Name ♦ Any phone number(s) ♦ Relationship

Supervisor

♦ Emp Assgn Number ♦ Supervisor ♦ Supervisor Employee Number

Assignment

♦ Employee Group: State Classified ♦ Employee Qualifier: Non-Federal ♦ Position ♦ Payroll: CSU Monthly Payroll/CSU Biweekly Payroll ♦ Employee Category: Regular ♦ Save ♦ Do you want to use Location of New Org? OK or correct Location field ♦ Appt End Date (in Beer Mug field)

Assignment Alternate Regions (blue-grey field)

Standard Conditions

♦ Working Hours: 0 for Hourly/up to 40 for Salaried

Salary Information

♦ Salary Basis: State Classified Hourly/State Classified Reg Sal

Miscellaneous

♦ Change Reason: All/New Hire

Buttons at Bottom of Assignment Window

Salary

♦ Change Date (hire date) ♦ Change Value (hourly salary for hourly employees or annual salary for regular employees)

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