Overview: This guide provides instruction for hiring a new classified staff member.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Search for Matching Persons

- Workforce Administration
- Personal Information
- To begin, verify that the Person does not already exist in HRMS
- Click on Add a Person, and then Search for Matching Persons (or click on Search for Matching Persons in the menu/navigation bar)

2. Search Criteria page displays

- Keep your search as broad as possible (ex: search by Last Name only and pick from the resulting list)
- Name fields must be an exact name match, and are case sensitive. Correct ex: Sharon (not Shari), Johnson (not johnson)
- Note: If using SSN, enter numbers only without dashes. Using the National ID
(SSN) may not provide any data for existing POIs who are not a Security Access POI

- Click

3. When person does not already exist in HRMS, begin the Add a Person process

Navigation:
- Workforce Administration
- Personal Information
- Add a Person

Note: When person already exists in HRMS, refer to either the Add Employment Instance, or Transfer/Rehire step-by-step guide. (Navigation is: Workforce Administration / Job Information / Add Employment Instance or Transfer/Rehire)

4. Add Person page displays

- Click Add the Person
5. Biographical Details page displays

- Effective date defaults to current date; date you are entering data. Leave as is or change to hire date or other appropriate date. This date cannot be future-dated. (Generally, this date is the date of hire; however, the official date of hire will be recorded in Job Data.)
- Click Add Name

6. Edit Name page displays

- Enter name information as it appears on SS card
- Click OK to return to Biographical Details page
7. Biographical Details page re-displays

- Enter Date of Birth
- Enter Gender
- Enter SSN/National ID – numbers only, without dashes
- Other info on this page is optional; enter if known
- Click  

Circled fields required

8. Contact Information page displays

- Click  Add Address Detail

The Home address is the employee’s permanent address. Ex: Colorado, France, India, etc.

9. Address History page displays

- Change Country, if applicable  Add Address
- Click  Add Address
10. **Edit Address page displays**

- Enter address
- Click [OK] and then [OK] again

11. **Contact Information page re-displays**

- If Mailing address is different than Home address, click + by to add a record.

  - Select “Mailing” from the dropdown menu and then
    - Click on [Add Address Detail]
  
  - Select the appropriate Phone Type and enter telephone #
  - Click on [+] to add additional phone numbers; Indicate the Preferred telephone contact by selecting the appropriate checkbox
  - Select the appropriate Email Type and enter the email address
  - Click on [+] to add additional email addresses; Indicate the Preferred email contact by selecting the appropriate checkbox

- Click [Regional]
12. Regional page displays

- Ethnic Group is required. Primary box will be checked automatically for first choice.
- If applicable, enter additional ethnic groups by inserting a row.

- Click Military Status dropdown menu and choose status if known, or “Not Indicated” if unknown. This field must be populated in order to anchor the effective date on this page.
- Click
13. Dept Information/Verifications page displays

- Home Department and Campus Box are required.

- Click

14. Organizational Relationships page displays

- **Note:** Before saving record, be sure Pop-up blockers are off!!! See below.

  - Go to Internet ‘Tools’
    - Select ‘Pop-up Blocker’
    - Select ‘Turn Off Pop-up Blocker’

  - Check Employee box

  - Click ![Save](image) or ![Add the Relationship](image)
15. Work Location page displays

- Enter date of hire
- **Hire** Action defaults
- Enter Reason:

  Notes for classified staff hires:
  - UCB: enter hire reason (do not select PRB [probation]) – see additional instructions on bottom of page 10
  - UCD, UCCS, SYS: may select PRB (probation)

- Enter position number*
- Job Notes may be added by clicking icon

**Note:** *If the hire date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

16. Notepad page displays

- Click
- Enter note/comments
- Click on **Job Data Page** link to return to page
- Click on **Job Information**
17. **Job Information page displays**

- Reports To defaults from position data
- Employee Class will default from Job Code upon saving
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other
- Click **Payroll**

18. **Payroll page displays**

- All fields default
- Tax Location Code & FICA Status default from job code and location code. Update if needed, but system will set the final FICA Status
- Click **Compensation**
19. Compensation page displays

- Frequency: Verify that M (monthly) has defaulted
- In Pay Components section:
  a) Enter monthly Rate Code of BASEM
  b) Enter monthly Comp Rate

- Click Calculate Compensation
- Click Employment Information

20. Employment Information page displays

- Enter Appointment End Date, if applicable.
  (Generally not used for classified)
- Review data
- Click Save or OK
- For new hires, system automatically transfers to Emergency Contact page

Note: * If the hire date is prior to the effective date of the position or if the position has not been approved, you will not be able to save the hire. A position in Proposed status will have to be approved before proceeding. Once the position has been approved, navigate to Add Employment Instance to complete the hire. (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.
21. Emergency Contact page displays

- Enter Contact Name & Relationship to Employee
- Identify Primary Contact by clicking
- If contact has same address and phone number as employee, check those boxes
- If contact has other address, click Edit Address
- Notice that multiple emergency contacts can be designated by inserting rows
- Additional phone numbers can be entered on Other Phone Numbers page
- Review data
- Click Save

**Note for UCB classified hires:** When a new classified employee is hired, a specific hire Reason (other than PRB - Probation) is entered on the Hire row. A second job row is required to place the new employee on Probation. After saving the emergency contact information, return to the new employee’s Job Data / Work Location page to insert/enter the 2nd row with effective sequence 1 and select the Action of Probation / Reason of Probation. **This is the required procedure for UCB campus classified staff hires.**

**Hire Classified Staff complete**