CU 8.9 HRMS Step by Step Guide Hire New Student Hourly or Work Study - Workforce Administration Module

Overview: This guide provides instruction on hiring student hourly or work study employees.

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 <u>Search for Matching</u> <u>Persons</u> (or click on <u>Search for Matching</u> <u>Persons</u> in the menu/ navigation bar)

2. Search Criteria page displays

- Enter as many fields as available
- 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 Search
- 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* stepby-step guide. (Navigation is: Workforce Administration / Job Information / Add Employment Instance or Transfer/Rehire)

Search Criteria

Search Type:	Person	✓ Ad Hoc Search
Search Parameter:	ADHOC_CU1	ADHOC CU1
Search Result Rule Search Result Cou User Default Search Criteria	de: ADHOC_RES	Search Criteria did not return any results (18160,43) Enter new or additional Search Criteria
Search Fields First Name		Operand Value Begins With V Michael
Middle Name		Begins With 💌
Last Name		Begins With 💌 Buble



4. Add Person page displays

Add the Person

Click

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

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Display Name:

Formal Name:

Cancel

Name:

Colorado			HR89PRAC PRACT46 Home Vorklist Add to Favorito
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Add Person			
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Birth State:	Q		
Birth Location:		Waive Data Protection	
Biographical History	Find	View All First 🗐 1 of 1 🕨 Last	
*Effective Date:	08/01/2010	+ -	
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*Highest Education Lev	el: A-Not Indicated		
-Marital Status:			
Alternate ID:			
Alternate ib.	Full-Time Student		
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Biographical Details Cont	act Information Regional Dept Information/	Verifications Organizational Relati	onships
Edit Namo			
English Name Format			
Prefix:			
First Name:	Jonathon	Middle Name:	G.
Last Name:	Napolitano		

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

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
- Click

Effective Date: 08/01/2010				
*Format Type: English CIrc	cled field	s requ	ired	
Display Name: Napolitano, Jonathon G.	Edit Name			
Biographic Information				
*Date of Birth: 01/01/1970 3 40 Years 7 Birth Country: USA C United States Birth State:	Months			
Birth Location:	Waive	Data Protectio	n 🗖	
Biographical History	Find View All	First 🖪 1 of	Last	
*Effective Date: *Gender: *Highest Education Level: *Marital Status: *Gingle As of:	V		•	
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Biographical Det	ails Con	tact Infor	mation	Region	al Dept	Informa	tion/Verificati	ons C	<u>)</u> rganiza	tional Re	elationships			
						Perso	n ID:	NEW						
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10. Edit Address page displays	Edit Address Country:	United States			
Enter address	Address 1:	72 North Pine			
 Click OK and 	Address 2:				
then <u> </u>	City:	Lafayette	State: CO	Colorado	Postal: 80026
	County:				
	ОКС	ancel			

- 11. Contact Information page re-displays
- If Mailing address is different than Home address, click + by
 EditView Address Detail
 to

add a record.

 Select "Mailing" from the dropdown menu and then

> 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

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Click

- Regional
- Biographical Details Contact Information Regional Dept Information/Verifications Organizational Relationships Person ID: NEW Current Addresses Customize | Find | View All | 🛄 First 🗹 1 of 1 🕨 Last Address As Of Date Status Address Edit/View Address + -72 North Pine Lafayette, CO 80026 USA Home 08/01/2010 A Detail Phone Information Customize | Find | 🛅 First 🗹 1 of 1 🕨 Last *Phone Type Teleph Campus 1 303/333-9999 \checkmark + -Email Addresses Customize | Find | 🛗 First 🗹 1 of 1 🕨 Last *Email Type ail Address \checkmark Campus mary.weather@cusys.edu + -🗐 Save 🔄 Notify 🚗 Previous tab 🔿 Next tab 🖉 Update/Display 🔏 Include History 🛛 🗟 Biographical Details | Contact Information | Regional | Dept Information/Verifications | Organizational Relationships

12. Regional page displays

Ethnic Group is required. Primary box will be checked automatically for first choice.

History

If applicable, enter additional ethnic groups by inserting a row 🛨

Biographical Details Contact Information Regional Dept Information/Verifications Organizational Relationships Person ID: NEW - USA Ethnic Group All First 1 of 1 E Last +-Regulatory Region: USA Q United States 20 Ethnic Group: Primary First 1 of 1 E Last View All +-08/01/2010 🛐 Effective Date B Date Entitled to Medicare: Military Status: Citizenship (Proof 1): Citizenship (Proof 2): Eligible to Work in U.S. Look Up Ethnic Group Smoker History SetID: USA 1 Yes Ethnic Group: begins with Save Notify Previous tab Next tab Description begins with Biographical Details | Contact Information | Regional | Dept Cancel Basic Lookup Look Up Clear Search Results First 🕢 1-7 of 7 🕟 Last View All Ethnic Group Description Short Description AFRAM African American Afr Amer AMIND American Indian/Alaska Native Am. Ind ASIAN Asian Asian CAUCASIA Caucasian Caucasian HISPA Hispanic/Latino Hispanic NSPEC Chose not to Disclose No Dsclosd PACIF Native Hawaiian/Other Pacific Islander Hawaii/Pac

 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

Dept Information/Verifications

- USA Ethnic Group Find | View All First 1 of 1 🕨 Last + -Regulatory Region: USA Q United States Ethnic Group: AMIND Q American Indian/Alaska Native Primary History Find | View All First 1 of 1 E Last + -08/01/2010 Effective Date: 31 Date Entitled to Medicare: Military Status: Citizenship (Proof 1): Citizenship (Proof 2): Active Reserve Eligible to Work in U.S. Disabled Vet Disabled Vietnam Era Ve Inactive Reserve No Military Service **Smoker History** Last Smo Other Protected Veteran Retired Military 1 Yes Vietnam Era Veteran 🗐 Save 🔄 Notify 📻 Previous tab 🔿 Next tab Dipdate/Display Include History Correct History Biographical Details | Contact Information | Regional | Dept Information/Verifications | Organizational Relationships Biographical Details Contact Information Regional Dept Information/Verifications Person ID: NEW Find | View All First 1 of 1 E Last + -Effective Date 08/01/2010 3 **Privacy Flag FERPA** Home Department 51000 Payroll & Benefit Services Campus Box 575 SYS Payroll & Benefit Services **Employment Eligibility Proof** Background checks Soc. Sec. Card Copy Received Criminal History Records 31 I-9 Effective Date Financial History Records 31 I-9 Expiration Date Motor Vehicle Records 31 EmpIID Name **EVerify Pass** Other Background Check 31 **EVerify Completion Date** 🗐 Save 🔄 Notify 📻 Previous tab 🔿 Next tab Dpdate/Display Dinclude History Correct History Biographical Details | Contact Information | Regional | Dept Information/Verifications | Organizational Relationships
- 13. Dept Information/ Verifications page displays
- Home Department and Campus Box are required.

Click

Organizational Relationships

- 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'

on - Windows Internet Explorer

- Select 'Turn Off Pop-up Blocker
- Check Employee box



displays

Enter date of hire

hire (click 🤍 to

Enter Position

Number *

search)

Hire action defaults

Enter Reason for the

Notes on any page

Click Job Information

🚱 https://pluto.cusys.edu/psp/hr89qa/EMPLOYEE/HRMS/c/TRACK_GLOBAL_ASSIGNMENTS_(0 /iew Favorites Tools Help 📀 Share + 🔊 + 🔲 Sidewiki Delete Browsing History... Turn Off Pop-up Blocker op-up Blocker Add a Person Pop-up Blocker Settings Phishing Filter ۲ Manage Add-ons ۲ sityof olorado Subscribe to this Feed... Feed Discovery ь E Windows Update Windows Messenger \otimes Diagnose Connection Problems... ct Information Regional Send to OneNote Reviews Internet Options ministration Current Addresses Customize | Find offermation Contact Information Regional Dept Information/Verifications Organizational Relationships Person ID: NEW Choose Org Relationship to Add Add the Relationship Employee Contingent Worker Empl Rcd Nbr: or Person of Interest **Checklist Code:** Go to Person Checklist Save 🖃 Notify 📻 Previous tab 🔿 Next tab Update/Display 🖉 Include History Correct History Biographical Details | Contact Information | Regional | Dept Information/Verifications | Organizational Relationships 15. Work Location page Work Location Job Information Payroll Compensation Employment Information EMP Empl Rcd #: Napolitano, Jonathon G. ID: 185368 0 Work Location Find | View All First 4 1 of 1 E Last Calculate Status and Dates HR Status: Active **Empl Status:** Active Job Notes 08/15/2010 B Sequence: 'Effective Date: HIR Q New Hire Action / Reason: Current 00616634 Position Number: Student Asst I **Position Entry Date:** 08/15/2010 **Regulatory Region:** United States USA Position Data Company: CU University of Colorado **Business Unit:** University of Colorado UCOLO Department: **Department Entry Date:** 08/15/2010 51000 Payroll & Benefit Services Location: 1ARCE Admin & Rsch Ctr-East Campus Click location to enter Job Establishment ID: CU University of Colorado 08/15/2010 Date Created: @Previous tab Next tab CRefresh OK Cancel Apply Work Location | Job Information | Payroll | Compensation | Employment Information

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 09-07-10 Hire Student Hourly or Work Study - Workforce Administration Module Page 8 of 11

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. Job Information page displays

- Click to search for appropriate Empl Class
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other
- Click Payroll

17. Payroll page displays

- All fields default
- Tax Location Code and FICA Status default from job code and location code.
 Update if needed, but system will set the final FICA Status

Click <u>Compensation</u>

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18. Compensation page displays

- Frequency: Verify that H (hourly) has defaulted
- In Pay Components section:
 - a)Enter hourly Rate Code of BASEH
 - b)Enter hourly Comp Rate
- Click
 Calculate Compensation
- Click
 Employment Information
- 19. Employment Information page displays
 - Enter Appointment End Date (required for student employees)
 - Review your work



 For new hires, system automatically transfers to Emergency Contact page

Napolitano, Jonathon G. ompensation Effective Date: 08/15/2010 Action / Reason: Hire Base Compensation Rate: Total Compensation Rate:	EMP			ID: 1	85368 <u>Find</u> Vie	ew All	Empl Red	l#: of 1 ┣	0
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Work Location | Job Information | Payroll | Compensation | Employment Information

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.

20. Emergency Contact page displays

- Enter Contact Name & Relationship to Employee
- Identify Primary Contact by clicking
- If contact has same address and/or phone as employee, check those boxes
- If contact has other address, click
 Edit Address
- Click
 to insert row(s) to include additional Emergency Contact(s)
- Additional phone numbers can be entered on Other Phone Numbers page
- Review data



Hire Student Hourly or Work Study complete

ſ	Contact Address/Pho	ne <u>O</u> the	r Phone Numbers					
	Napolitano, Jonathor	ıG.				Emplid:	185368	
	Emergency Contact				Find	View All	First 🖪 1 of 1	🕨 Last
	*Contact Name: *Relationship to Emp	ployee:	Diane Napolitano Mother 👻	as Employee	✓ Primary Cont Address Type:	tact Home	~	+ -
	Return to Person:	al Data	Same Phone as	s Employee				
	Employee's Currer	nt Address						
	Country:	USA U	United States					
	Address: Contact Phone Phone:	789 Holly Louisville, 303/000-0	Street CO 80027 D00					
6	🗐 Save 🛛 🔍 Return to	Search	Notify					

Contact Address/Phone | Other Phone Numbers