

CU 8.9 HRMS Step by Step Guide

Hire Retiree - Workforce Administration Module

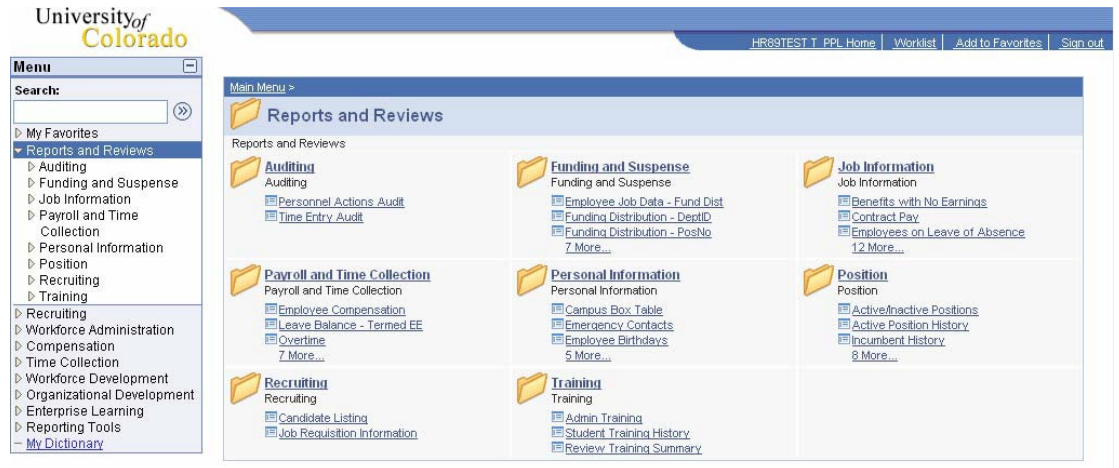
Overview: This guide provides instruction for hiring a University of Colorado retiree. When an employee retires, ES automatically sets up **an active "0" job record** to track retirement benefits. If the retiree returns to work at the university during retirement, use Add Employment Instance to rehire. The **"0" job record** is reserved for tracking retirement benefits and cannot be used to rehire.

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

1. Begin Hiring Retiree by reviewing Job List

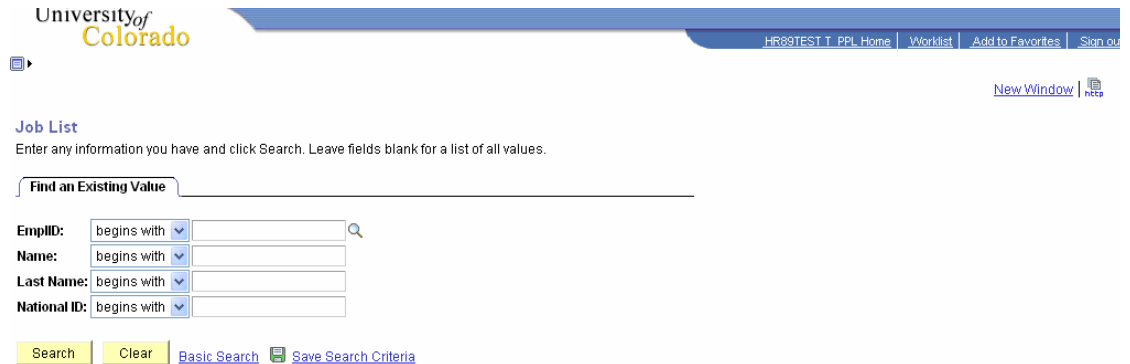
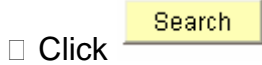
Navigation:

- Reports and Reviews
- Job Information
- Job List



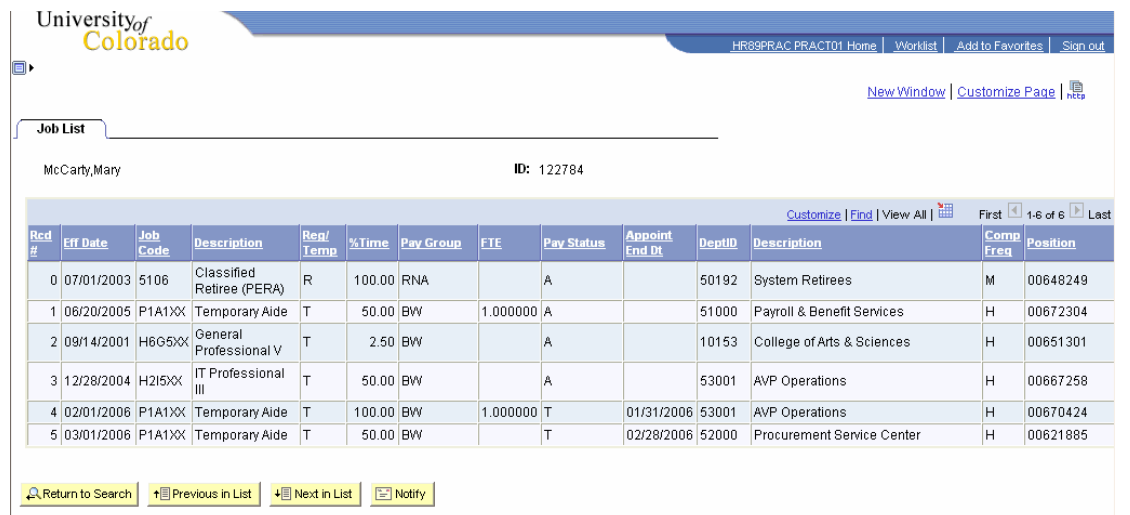
2. Job List Search page displays

- Enter one or more search fields



3. Job List page displays


- Review basic information for all employee's records
- Determine if there is terminated record (T) that will likely be re-used for Add Employment Instance




4. Navigate to the Job Information menu

- Workforce Administration
- Job Information
- Add Employment Instance


5. Add Employment Instance page displays

- Enter employee ID
- Enter effective date (start date) for the retiree's additional job record
- Click 

6. Add Job Srch Cu page displays

- Recommendation: use terminated job record if available for retiree hire. In no case use the "0" job record
- Click  to re-use this employee record number

7. Work Location page displays

- Action of Rehire defaults
- Choose Reason of RET for retiree
- Enter position number of the job.* Create or modify an existing position if needed
- Click  to enter notes about the job
- Click [Job Information](#)

Note: * If the hire (rehire) retiree 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 rehire. 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 (rehire). (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

8. Job Information page displays

- Reports To defaults from position data
- Empl 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](#)

9. 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](#)


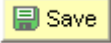
10. Compensation page displays

- Change Frequency, if applicable
- In Pay Components sections:
- Enter appropriate Rate Code
- Enter Comp Rate
- Click [Calculate Compensation](#)
- Add Employment Instance must be approved
- Navigate to Modify a Person to update necessary personal information, such as Home Department, Campus Box and Home and Mailing Addresses

Note: * If the hire (rehire) retiree 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 rehire. 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 (rehire). (Workforce Administration / Job Information / Add Employment Instance). Refer to the Add Employment Instance step-by-step guide for more information.

11. Modify a Person

Navigation: Workforce Administration / Personal Information / Modify a Person

- Enter EmplID
- Click 
- Make necessary changes
- 

Hire Retiree complete

University of Colorado

Menu

Search:

- ▷ My Favorites
- ▷ Reports and Reviews
- ▷ Recruiting
- ▷ Workforce Administration
 - ▽ Personal Information
 - ▷ Biographical
 - ▷ Organizational Relationships
 - ▷ Personal Relationships
 - ▷ Citizenship
 - Add a Person
 - **Modify a Person**
 - Person Organizational Summary
 - Search for Matching Persons
 - ▷ Job Information
 - ▷ Plan Salaries CU
 - ▷ Workforce Reports

HR89F

Personal Information

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

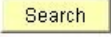


EmplID:

Name:

Alternate Employee ID:

Last 4 SSN:

Include History

  [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)