Human Capital Management: *Streamline Guide*

Adding an Additional Job

This guide lists only the steps for hiring an employee to an additional job, without a contract, in HCM.

For more detailed instructions, or to hire an employee on a contract, refer to the *Hiring an Employee Step-by-Step Guide*.

Before you begin, you will need:

- The national ID or employee ID of an employee you are rehiring.
- A position that has already been created, funded, and approved. For information about creating a position, refer to *Creating a Position with Funding Step-by-Step Guide*.
- If the employee applied for the position, make sure their application has been dispositioned to Hired status in the ATS.
- Effective date, which will be the hire date.

To hire an employee to an additional job:

1. From the HCM Community Users dashboard, click **Transaction Launch Page**.
2. Enter **Last Name**.
3. From the **Search Option** list, select **Hire/Rehire/Additional Job**.
4. Click **Search**. ATS Applicants and HCM Data listings display results of the search.
5. If the person has an applicant record, select it from **ATS Applicants**.
6. From the HCM Data, select the checkbox corresponding to the **New Employment Instance** Template Action of the person for whom you want to add a job.
7. Click **Submit**. A message appears, asking if this is a contract employee.
8. Select **No**.
9. Select the **Job Effective Date**. (Hire Date)
10. From the Reason Code list, select **Additional Job**.
11. Click **Continue**. The Enter Transaction Information appears.
12. From the **Positon Number** field, type the position number or select it from the lookup. When you tab off the field, or select it from the lookup, HCM populates default information from Position data.

    Note: If the position information default values are not correct, stop and click **Save as Draft**. You can then update the positon. Once the position is approved, you can then complete this transaction.
13. If needed, select an **Officer Code**. The default is **None**.
14. If needed, select a **Pay Group**. The default is based on the most common pay groups by job code, and is editable.
15. From the **Employee Type**, click the lookup and select either **H** (Hourly) or **S** (Salaried).
16. Select **Compensation Frequency**.

17. Select **Comp Rate Code**.
18. Type a **Compensation Rate** that is correct for the employee type.
19. If needed, add other components of pay. Must have at least one, and can have up to three.
20. If needed, type or select an **Appointment End Date** that can be used for reporting purposes.
21. In the Comments section, type **Job Notes**. When this hire transaction is approved, these comments populate Job Notes in Job Data.
22. If needed, attach documents.
    a. Click **Add Attachment**.
    b. In **Attachment Title** field, type a name for this document, such as Offer Letter.
    c. Click **Add** .
    d. Click **Choose File**.
    e. Select a file and click **Open**.
    f. Click **Upload**.
23. Click **Save and Submit for Approval**. A message appears with the TBT Request ID. Make a note of the request ID so you can find information about its status later.
24. Click **OK** from the message box. A Further Processing Required page appears.
25. Click **OK**.