Human Capital Management: *Streamline Guide*

Hiring an Applicant New Hire

This guide lists only the steps for hiring an applicant new hire (no contract), for whom there are no records already in HCM.

CAUTION: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you hire anyone, you should run the Job List query (CUES_HCM_JOB_LIST) to make sure the person you are adding does not already exist in the system. If you do not know how to run the query, refer to *Hiring an Employee Step-by-Step Guide*.

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

Before you begin, you will need:

- An applicant who has been dispositioned to Hired status in the ATS.
- The national ID of the person you are hiring.
- 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*.
- Effective date, which will be the hire date.

To hire an ATS applicant as a new employee:

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. Select the applicant from **ATS Applicants**.
6. Verify the applicant does not exist in the **HCM Data**.

   If the applicant appears in the HCM Data, **STOP**. This is either a Rehire of a terminated employee or a hire of a POI. Refer to *Hiring an Employee Step-by-Step Guide* for more detailed instructions.

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. Leave the **Reason Code** as **New Hire**.
11. Click **Continue**. The Enter Transaction Information page appears. The Personal Data tab displays information from the ATS that the applicant provided. It also displays the position number associated with the application. You can hire the applicant to this position, or a different position.
12. Select **Highest Education Level**.
13. Verify that required fields are populated. (Gender, Highest Ed, Marital Status, National ID)

14. Check that National ID has been provided. If not, enter one.

    Best Practice: If you have the social security number, enter it. If not, enter XXX-XX-XXXX in all capital letters (depending on campus).

1. Click the **Pos and Job Infor** tab.
2. 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.

3. If needed, select an **Officer Code**. The default is **None**.
4. If needed, select a **Pay Group**. The default is based on the most common pay groups by job code, and is editable.
5. From the **Employee Type**, click the lookup and select either **H** (Hourly) or **S** (Salaried).
6. Select **Compensation Frequency**.
7. Select **Comp Rate Code**.
8. Type a **Compensation Rate** that is correct for the employee type.
9. If needed, add other components of pay. Must have at least one, and can have up to three.
10. If needed, type or select an **Appointment End Date** that can be used for reporting purposes.
11. In the Comments section, type **Job Notes**. When this hire transaction is approved, these comments populate Job Notes in Job Data.
12. 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**.
13. 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.
14. Click **OK** from the message box. A Further Processing Required page appears.
15. Click **OK**.