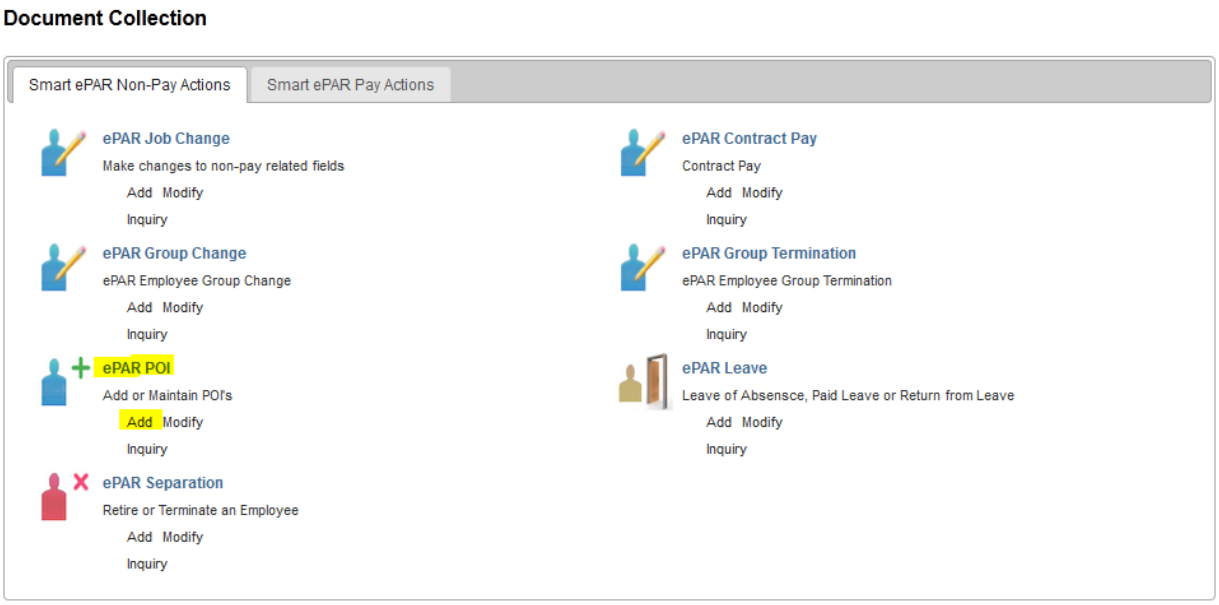
Human Capital Management: Step-by-Step Guide

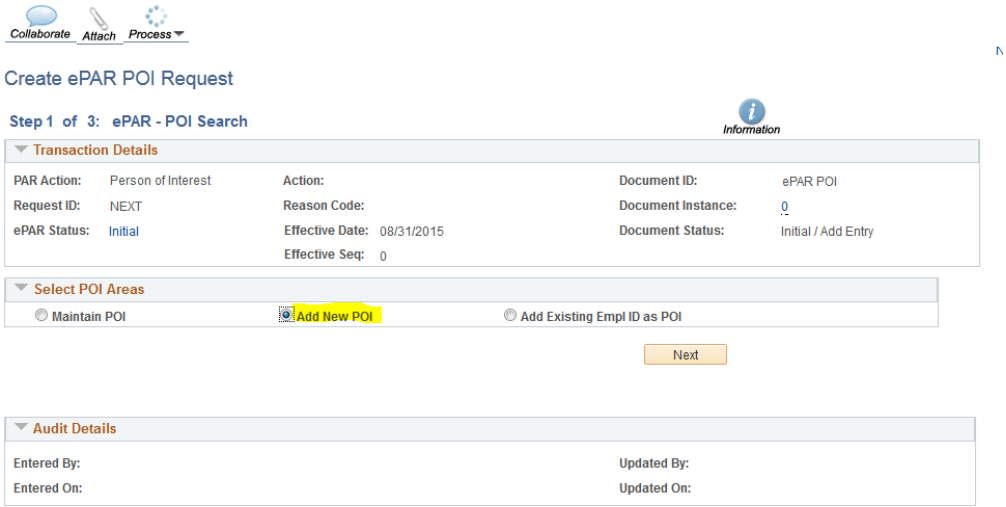
Creating a Step-by-Step Procedure – SMART Forms – POI New Hire

How to Create a New Hire for POI's using SMART Forms

1. Navigation: Main Menu>Smart Solutions>Document Framework>Document Collection
2. Select the "Smart ePAR Non-Pay Actions" Tab.
3. Select "Add" under ePAR POI.

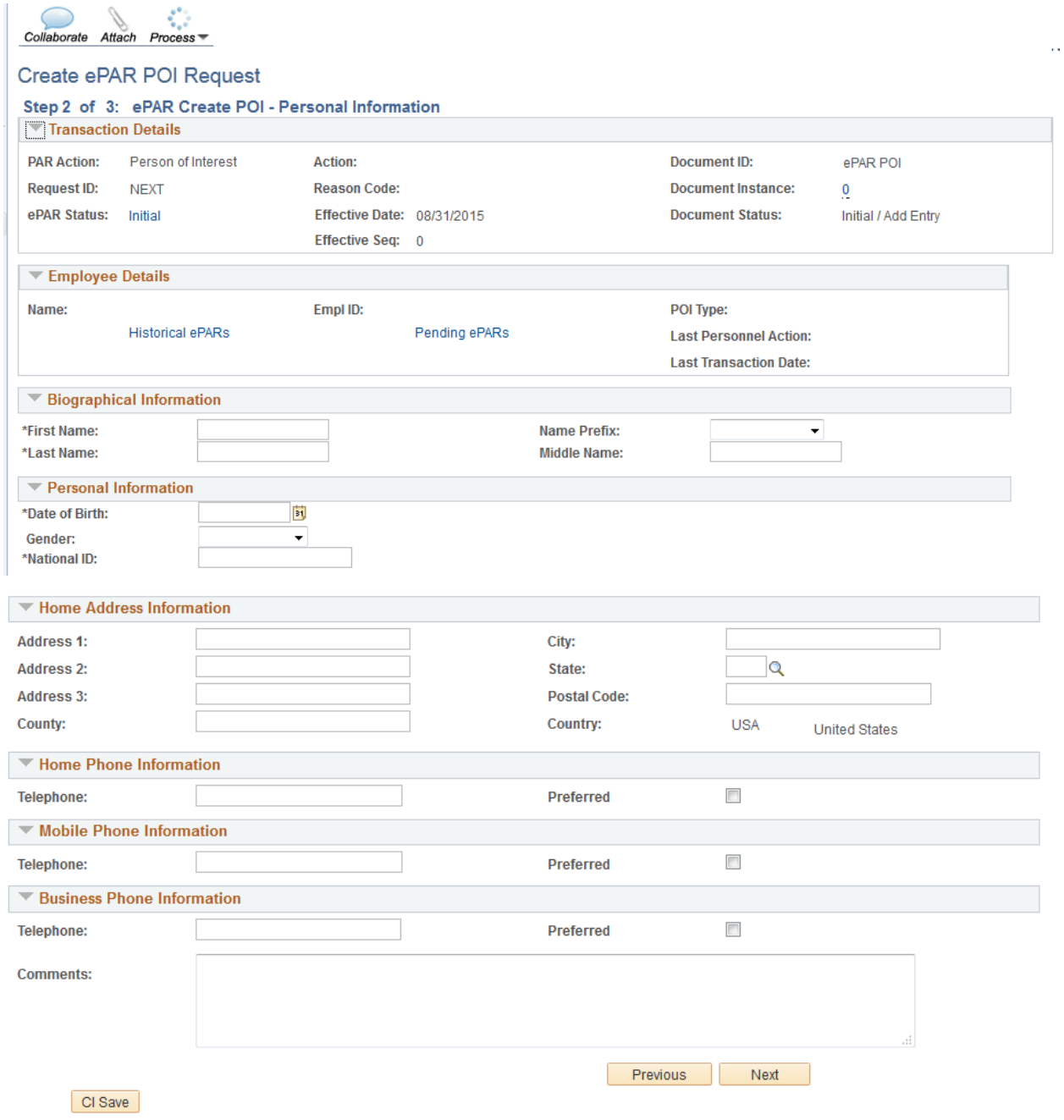


4. Click on "Add New POI" button.



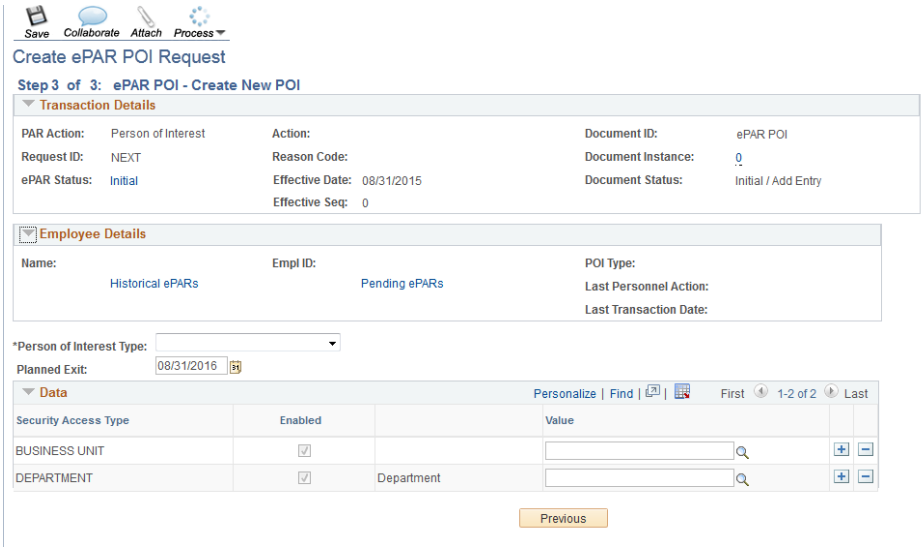
5. Click the Next button.

6. Complete all the required fields marked by an (*) and any other information you want to include.

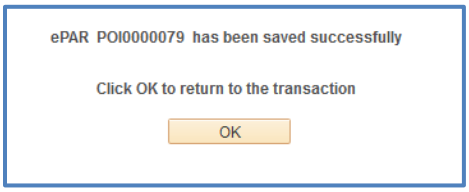


7. Click the Next button.

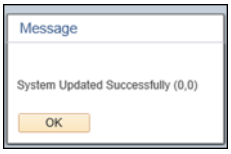
8. Complete all the required fields marked by an (*).



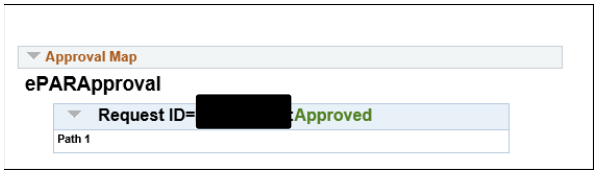
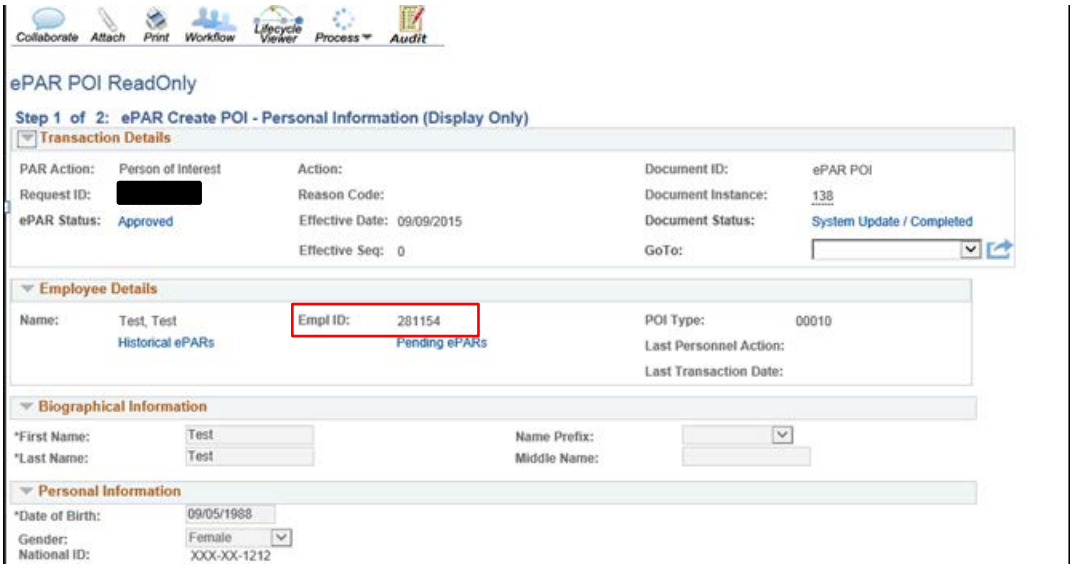
9. Click the "Save" Button at the top of the page.
10. You will receive this message with your ePAR POI number. Click OK.



11. Click "Submit" for Approval.



12. Then click "OK" again to bring you back to your transaction page. It will be in Display Only view mode.



13. After you click “OK” it returns you to a (Display Only) screen that identifies the Empl ID number for your POI.