

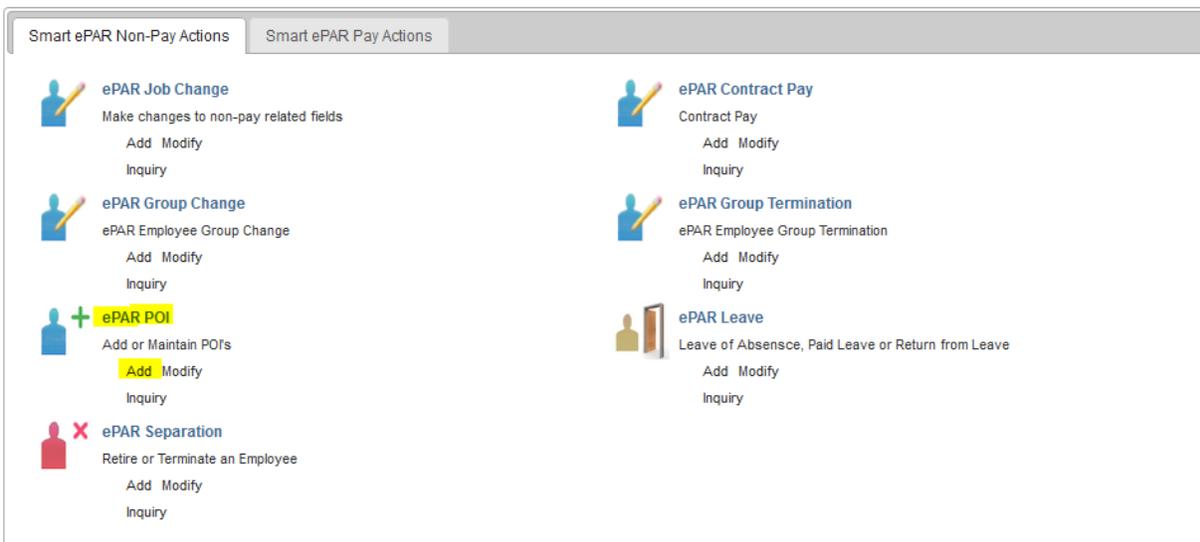
Human Capital Management: Step-by-Step Guide

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.

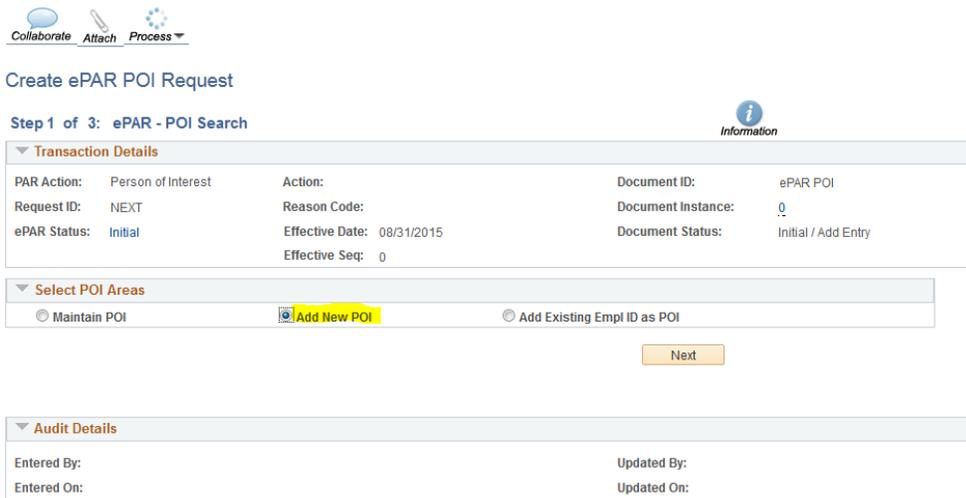
Document Collection



The screenshot shows a web interface with two tabs: "Smart ePAR Non-Pay Actions" (selected) and "Smart ePAR Pay Actions". Under the selected tab, there are several action cards:

- ePAR Job Change**: Make changes to non-pay related fields. Buttons: Add, Modify, Inquiry.
- ePAR Group Change**: ePAR Employee Group Change. Buttons: Add, Modify, Inquiry.
- ePAR POI**: Add or Maintain POIs. Buttons: Add, Modify, Inquiry. This card is highlighted in yellow.
- ePAR Separation**: Retire or Terminate an Employee. Buttons: Add, Modify, Inquiry.
- ePAR Contract Pay**: Contract Pay. Buttons: Add, Modify, Inquiry.
- ePAR Group Termination**: ePAR Employee Group Termination. Buttons: Add, Modify, Inquiry.
- ePAR Leave**: Leave of Absence, Paid Leave or Return from Leave. Buttons: Add, Modify, Inquiry.

4. Click on “Add New POI” button.



The screenshot shows the "Create ePAR POI Request" form. At the top, there are navigation icons for "Collaborate", "Attach", and "Process". Below the title, it says "Step 1 of 3: ePAR - POI Search".

Transaction Details

PAR Action: Person of Interest	Action:	Document ID: ePAR POI
Request ID: NEXT	Reason Code:	Document Instance: 0
ePAR Status: Initial	Effective Date: 08/31/2015	Document Status: Initial / Add Entry
	Effective Seq: 0	

Select POI Areas

Maintain POI
 Add New POI
 Add Existing Empl ID as POI

[Next](#)

Audit Details

Entered By:	Updated By:
Entered On:	Updated On:

5. Click the  button.

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

   **Collaborate Attach Process**

Create ePAR POI Request

Step 2 of 3: ePAR Create POI - Personal Information

Transaction Details

PAR Action:	Person of Interest	Action:		Document ID:	ePAR POI
Request ID:	NEXT	Reason Code:		Document Instance:	0
ePAR Status:	Initial	Effective Date:	08/31/2015	Document Status:	Initial / Add Entry
		Effective Seq:	0		

Employee Details

Name:		Empl ID:		POI Type:	
	Historical ePARs		Pending ePARs	Last Personnel Action:	
				Last Transaction Date:	

Biographical Information

*First Name:	<input type="text"/>	Name Prefix:	<input type="text"/>
*Last Name:	<input type="text"/>	Middle Name:	<input type="text"/>

Personal Information

*Date of Birth:	<input type="text"/>	
Gender:	<input type="text"/>	
*National ID:	<input type="text"/>	

Home Address Information

Address 1:	<input type="text"/>	City:	<input type="text"/>
Address 2:	<input type="text"/>	State:	<input type="text"/>
Address 3:	<input type="text"/>	Postal Code:	<input type="text"/>
County:	<input type="text"/>	Country:	USA United States

Home Phone Information

Telephone:	<input type="text"/>	Preferred:	<input type="checkbox"/>
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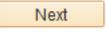
Mobile Phone Information

Telephone:	<input type="text"/>	Preferred:	<input type="checkbox"/>
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Business Phone Information

Telephone:	<input type="text"/>	Preferred:	<input type="checkbox"/>
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Comments:

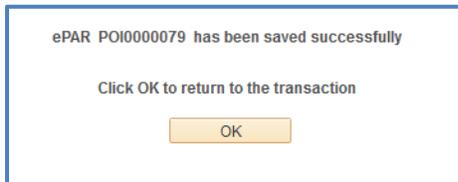
  

7. Click the  button.

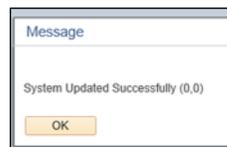
8. Complete all the required fields marked by an (*).

9. Click the “Save”     Button at the top of the page.

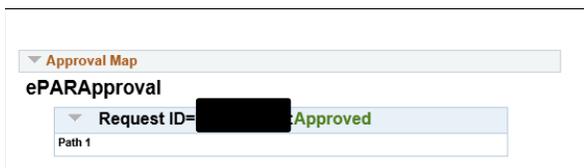
10. You will receive this message with your ePAR POI number. Click OK.



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.

The screenshot displays the 'ePAR POI Read Only' interface. At the top, there is a navigation bar with icons for Collaborate, Attach, Print, Workflow, Lifecycle Viewer, Process, and Audit. Below this, the title 'ePAR POI Read Only' is shown, followed by the step indicator 'Step 1 of 2: ePAR Create POI - Personal Information (Display Only)'. The main content is organized into four sections: Transaction Details, Employee Details, Biographical Information, and Personal Information. In the Employee Details section, the 'Empl ID: 281154' is highlighted with a red box. The Transaction Details section shows a PAR Action of 'Person of Interest', a Request ID of a redacted value, and an ePAR Status of 'Approved'. The Employee Details section shows a Name of 'Test, Test', a POI Type of '00010', and a Last Personnel Action of 'Pending ePARs'. The Biographical Information section shows a First Name of 'Test' and a Last Name of 'Test'. The Personal Information section shows a Date of Birth of '09/05/1988', a Gender of 'Female', and a National ID of 'XXX-XX-1212'.

Transaction Details			
PAR Action:	Person of Interest	Action:	Document ID: ePAR POI
Request ID:	[Redacted]	Reason Code:	Document Instance: 138
ePAR Status:	Approved	Effective Date:	09/09/2015
		Effective Seq:	0
		Document Status:	System Update / Completed
		GoTo:	[Dropdown]

Employee Details			
Name:	Test, Test	Empl ID:	281154
	Historical ePARs		Pending ePARs
		POI Type:	00010
		Last Personnel Action:	
		Last Transaction Date:	

Biographical Information			
*First Name:	Test	Name Prefix:	[Dropdown]
*Last Name:	Test	Middle Name:	[Text Field]

Personal Information	
*Date of Birth:	09/05/1988
Gender:	Female
National ID:	XXX-XX-1212