CU 8.9 HRMS Step by Step Guide

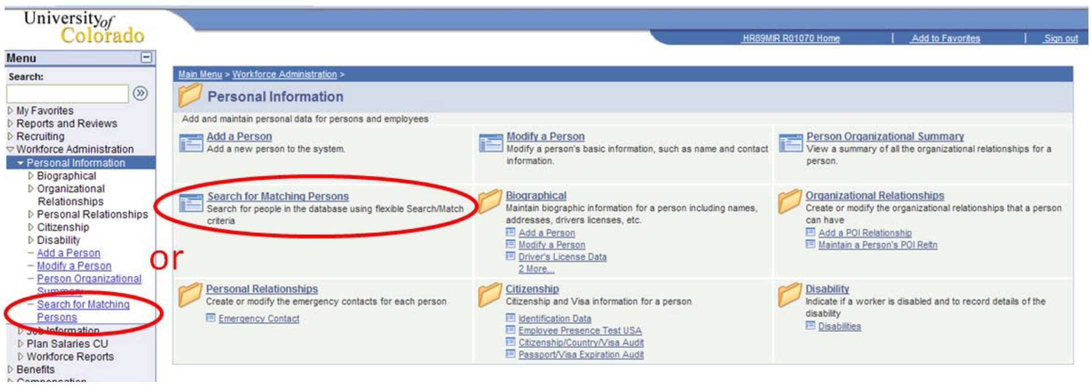
Hire New Student Hourly or Work Study - Workforce Administration Module

Overview: This guide provides instruction on hiring student hourly or work study employees.

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

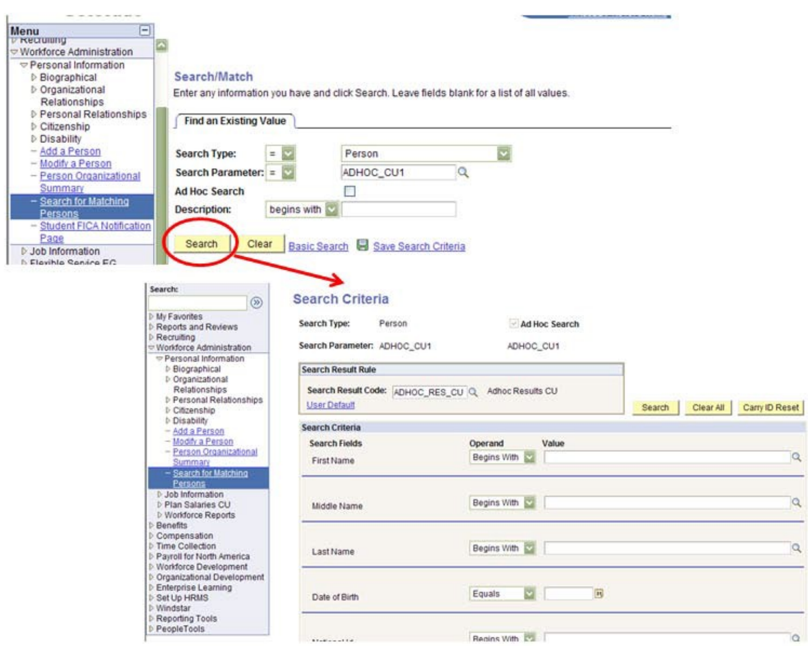
1. Navigate to Search for Matching Persons

- Workforce Administration
- Personal Information
- To begin, verify that the Person does not already exist in HRMS
- Click on Add a Person, and then **Search for Matching Persons** (or click on **Search for Matching Persons** in the menu/ navigation bar)



2. Search Criteria page displays

- Enter as many fields as available
- Name fields must be an exact name match, and are case sensitive. Correct ex: Sharon (not Shari), Johnson (not johnson)
- Note: If using SSN, enter numbers only without dashes. Using the National ID (SSN) may not provide any data for



existing POIs who are not a Security Access POI

▪

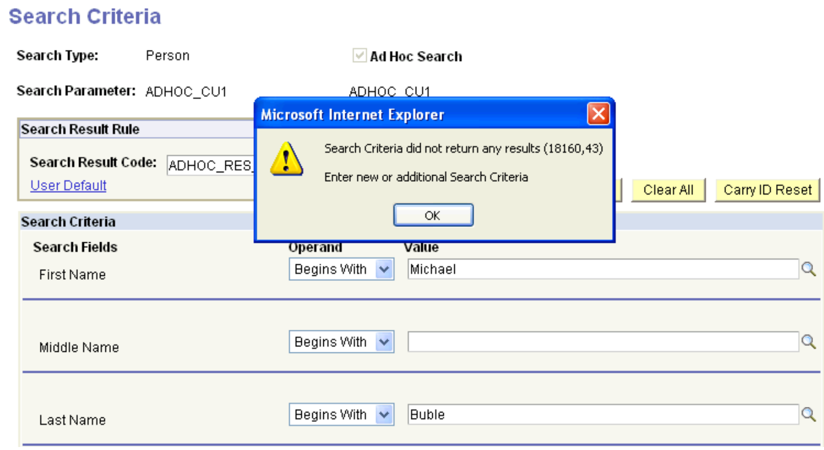
▪ Click 

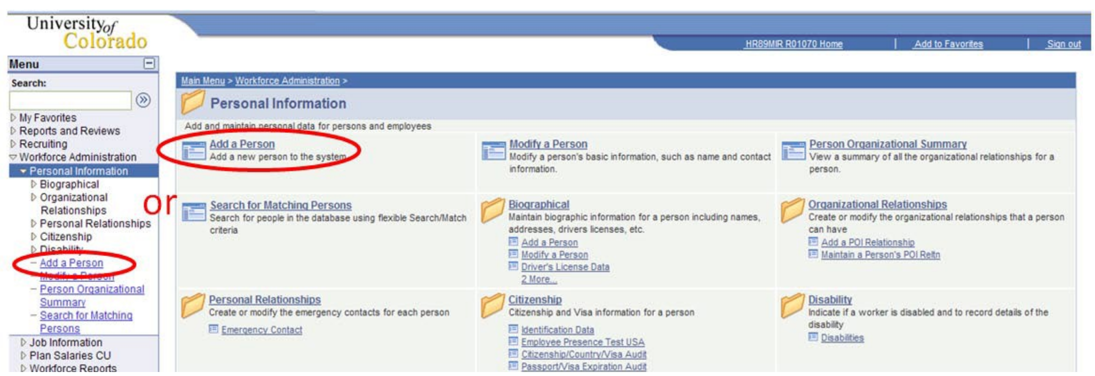
3. When person does not already exist in HRMS, begin the Add a Person process

Navigation:

- Workforce Administration
- Personal Information
- Add a Person

Note: When person already exists in HRMS, refer to either the *Add Employment Instance, or Transfer/Rehire* step-by-step guide. (Navigation is: Workforce Administration / Job Information / Add Employment Instance or Transfer/Rehire)



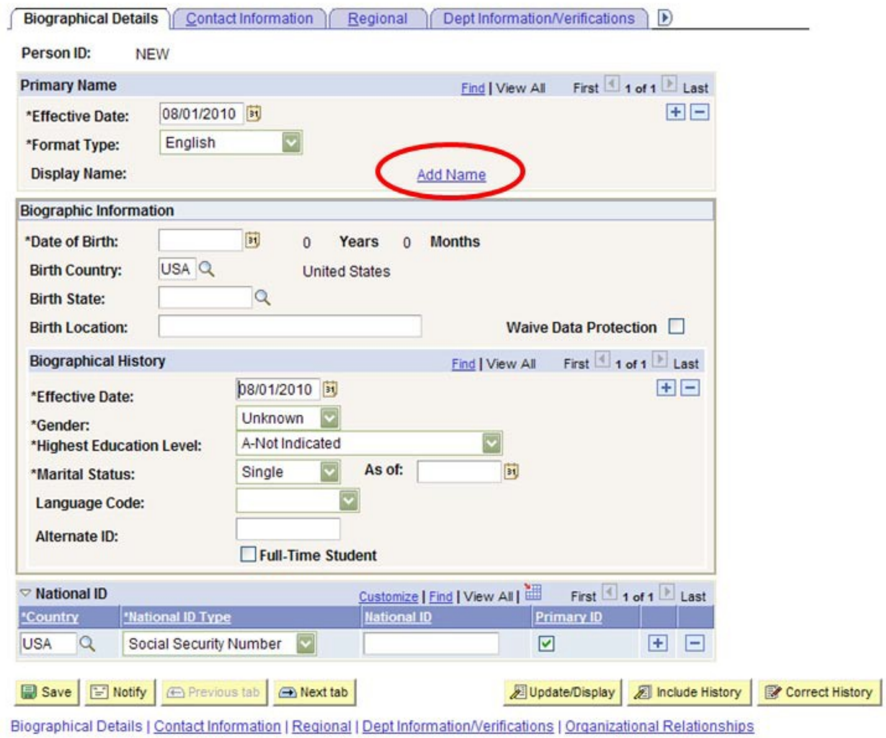


4. Add Person page displays

- Click Add the Person

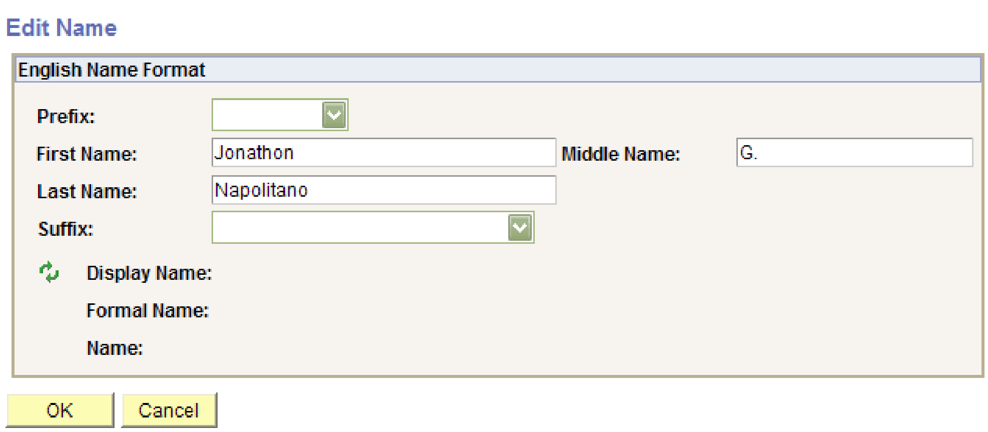
5. Biographical Details page displays

- Effective date defaults to current date; date you are entering data. Leave as is or change to hire date or other appropriate date. This date cannot be future-dated. (Generally, this date is the date of hire; however, the official date of hire will be recorded in Job Data.)
- Click Add Name



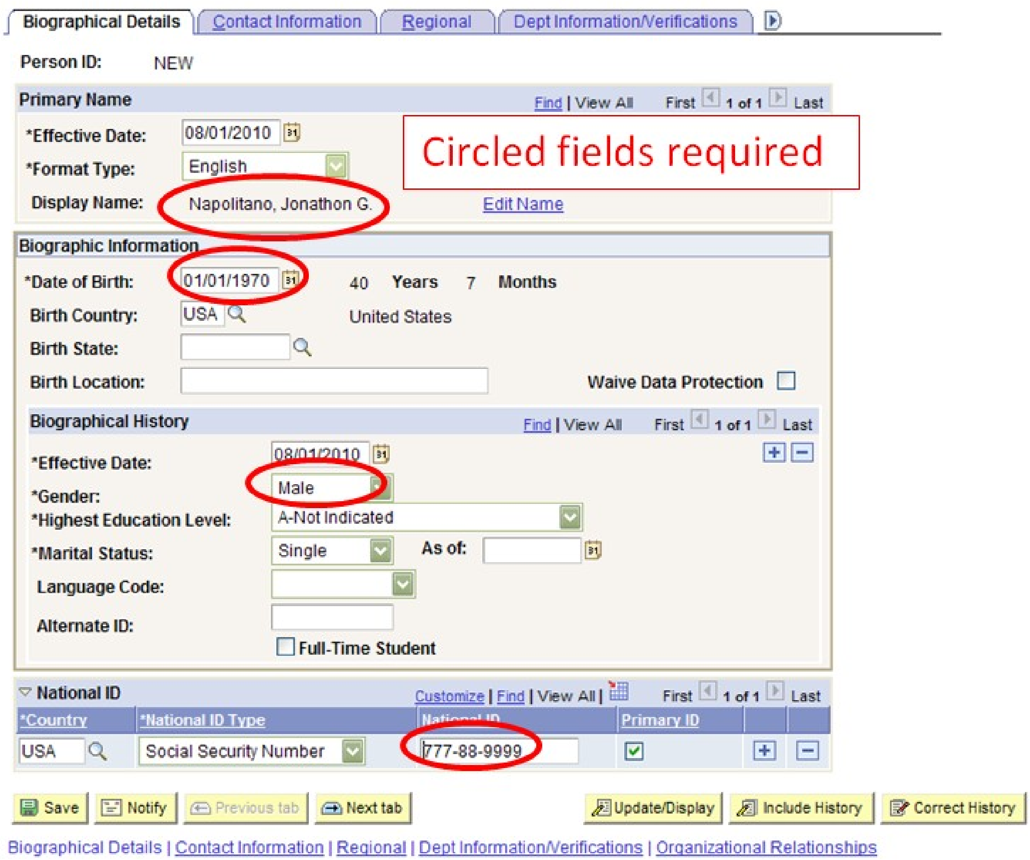
6. Edit Name page displays

- Enter name information as it appears on SS card
- Click OK to return to Biographical Details page



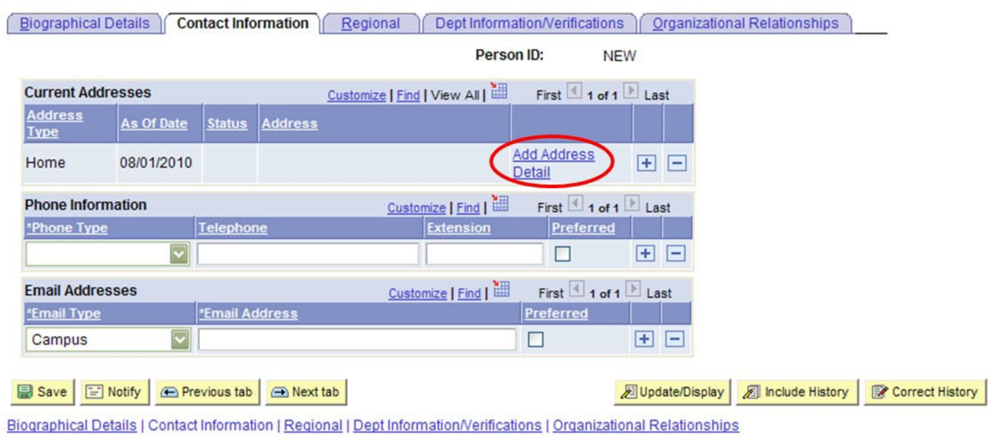
7. Biographical Details page re-displays

- Enter Date of Birth
- Enter Gender
- Enter SSN/National ID – numbers only, without dashes
- Other info on this page is optional; enter if known
- Click Contact Information



8. Contact Information page displays

- Click Add Address Detail. The Home address is the employee's permanent address. Ex: Colorado, France, India, etc.



9. Address History page displays

- Change Country, if applicable
- Click Add Address

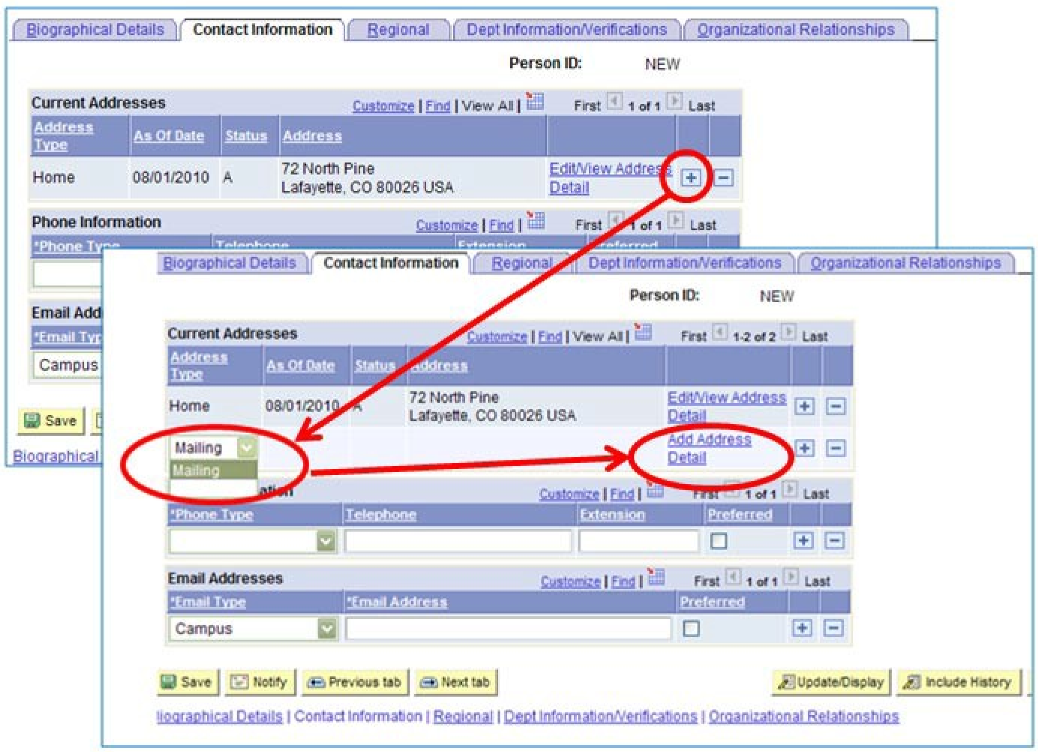
10. Edit Address page displays

- Enter address
- Click OK and then OK again

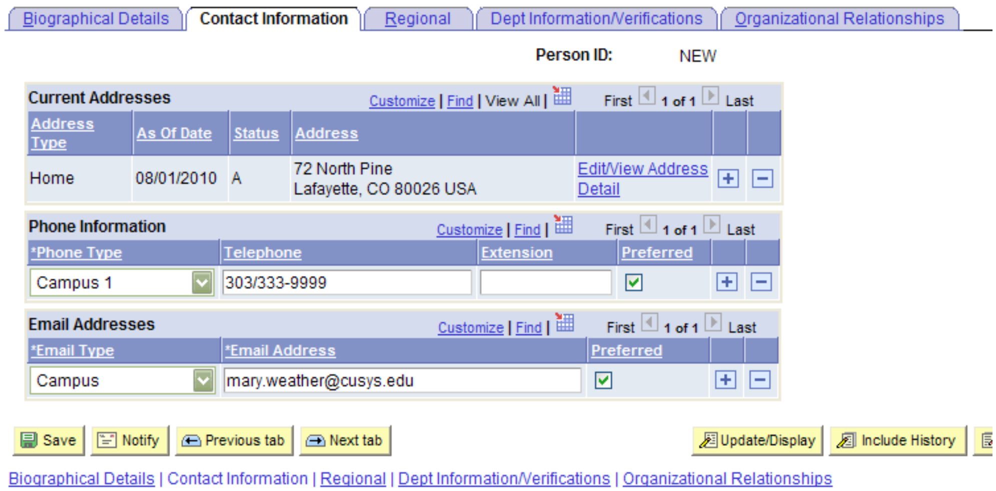
11. Contact Information page re-displays

- **If Mailing address is different than Home address**, click + by Edit/View Address Detail + − to add a record.
- Select "Mailing" from the dropdown menu and then Add Address Detail
- Select the appropriate Phone Type and enter telephone #
- Click on + to add additional phone numbers; Indicate the Preferred telephone contact by selecting the appropriate checkbox
- Select the appropriate Email Type and enter the email address

Click on + to add additional email addresses; Indicate the Preferred email contact by selecting the appropriate checkbox

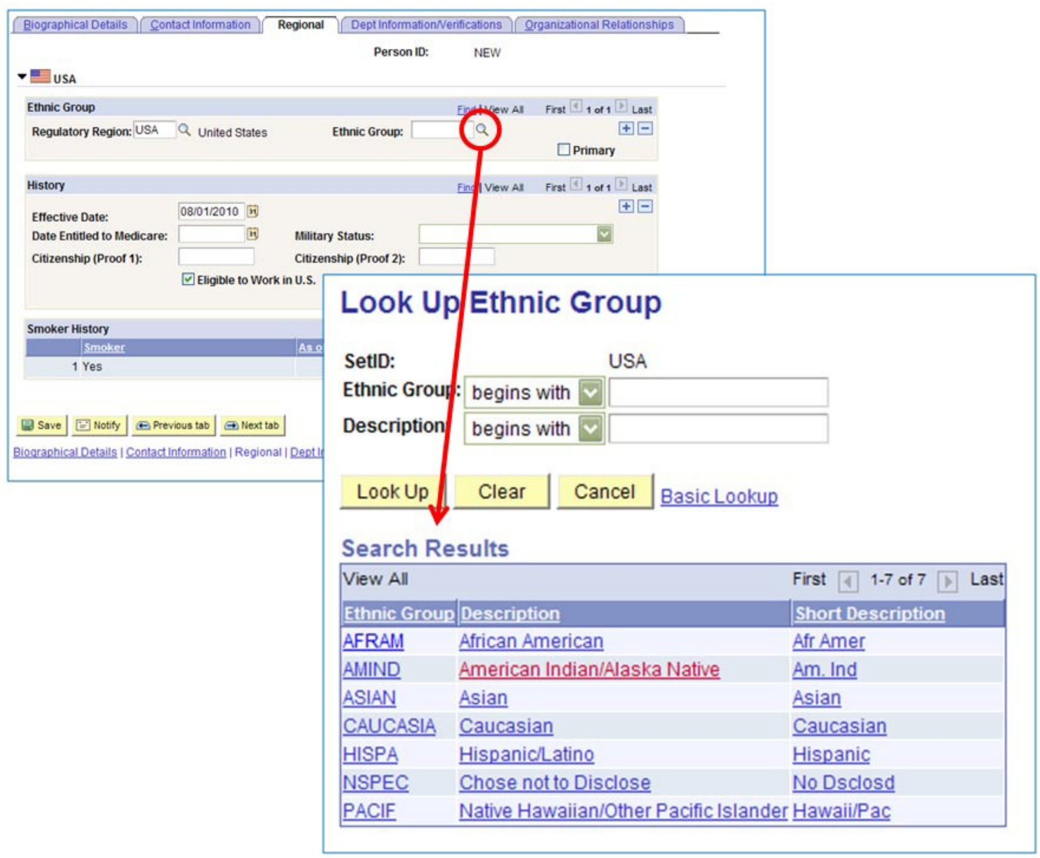


- Click Regional



12. Regional page displays

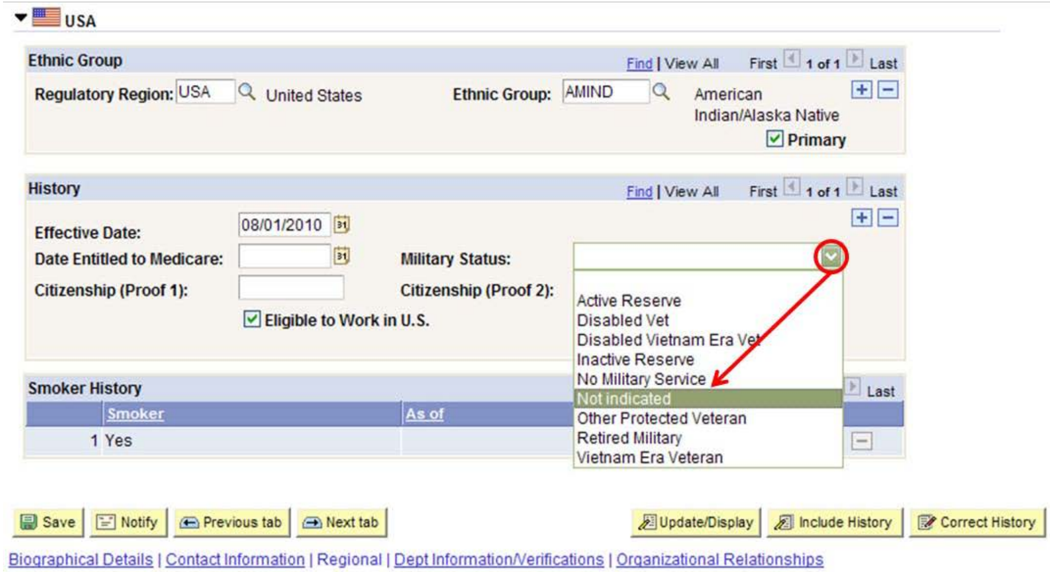
- Ethnic Group is required. Primary box will be checked automatically for first choice.
- If applicable, enter additional ethnic groups by inserting a row



- Click Military Status dropdown menu and choose status if known, or “Not Indicated” if unknown. This field must be populated in order to anchor the effective date on this page.

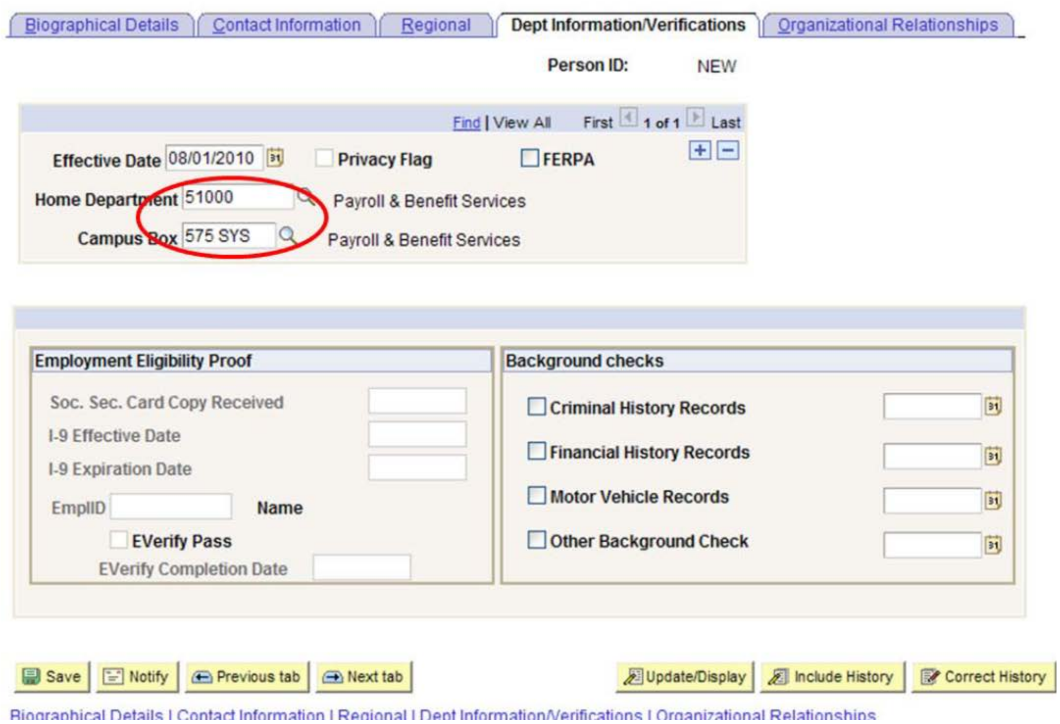
- Click

Dept Information/Verifications



13. **Dept Information/ Verifications page displays**

- Home Department and Campus Box are required.



- Click

Organizational Relationships

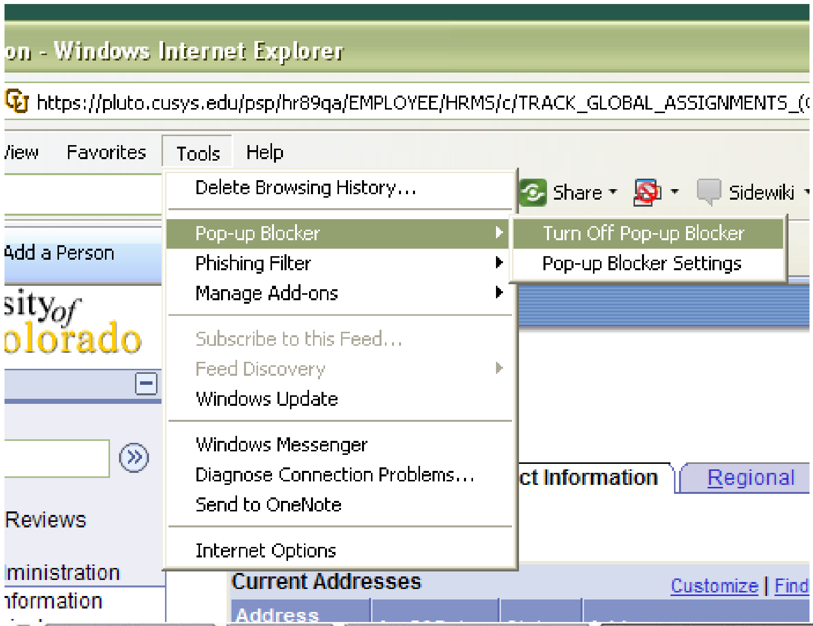
14. **Organizational Relationships page displays**

- ***Note:*** **Before saving record, be sure Pop-up blockers are off!!! See below.**

- Go to Internet

'Tools'

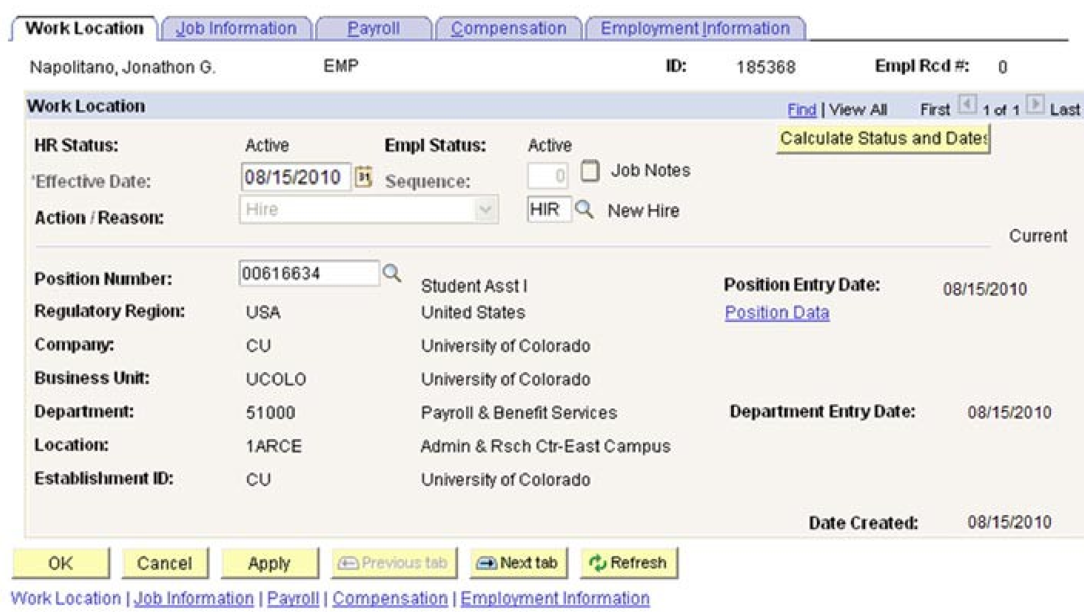
- ➢ Select 'Pop-up Blocker'
- ➢ Select 'Turn Off Pop-up Blocker



- Check Employee box
- Click Save or Add the Relationship

15. Work Location page displays

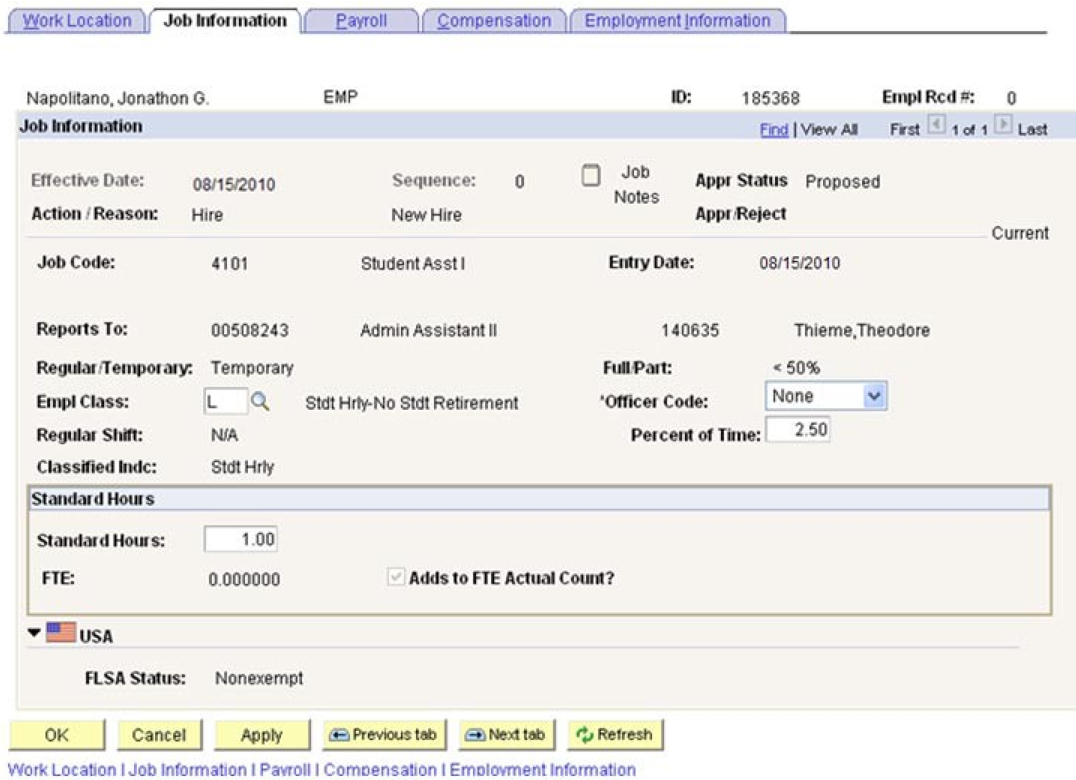
- Enter date of hire
- ***Hire*** action defaults
- Enter Reason for the hire (click 🔍 to search)
- Enter Position Number *
- Click 🗒 to enter Job Notes on any page
- Click Job Information



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

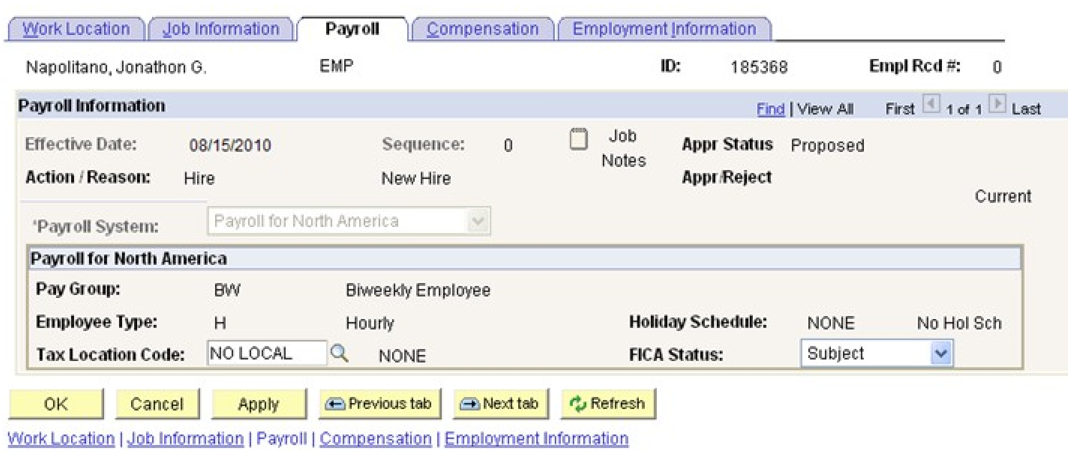
16. Job Information page displays

- Click to search for appropriate Empl Class
- Percent of Time and Standard Hours default from position data and can be updated. A change to either one updates the other
- Click Payroll



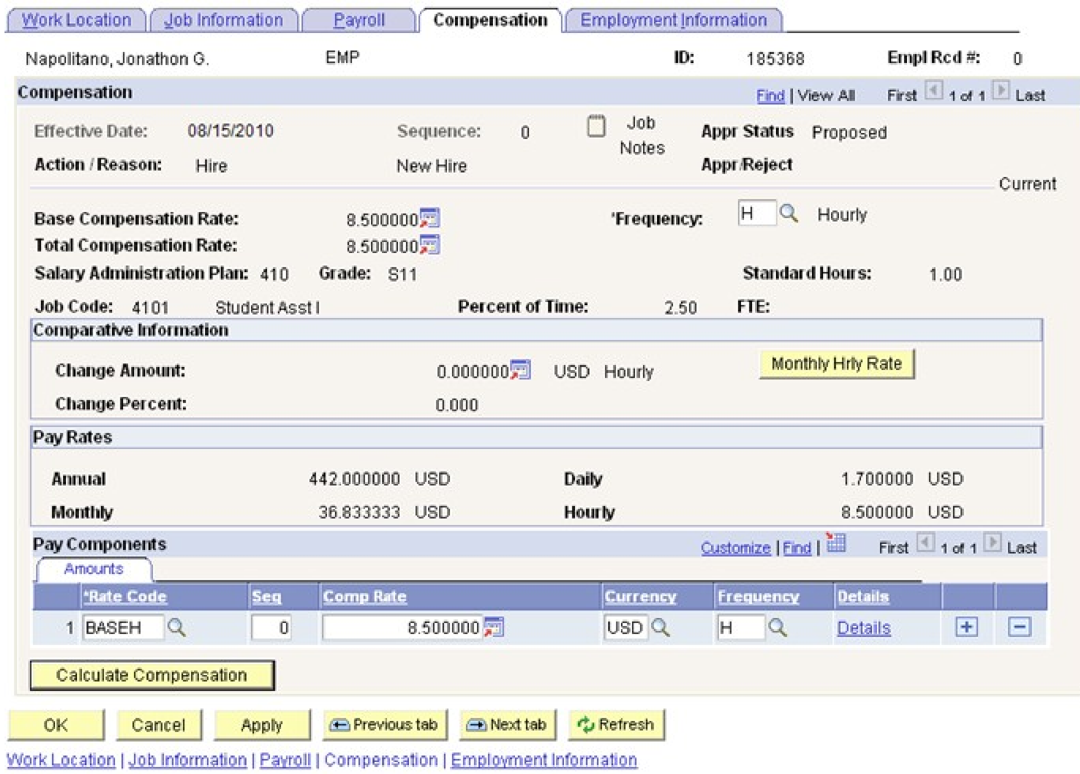
17. Payroll page displays

- All fields default
- Tax Location Code and FICA Status default from job code and location code. Update if needed, but system will set the final FICA Status
- Click Compensation



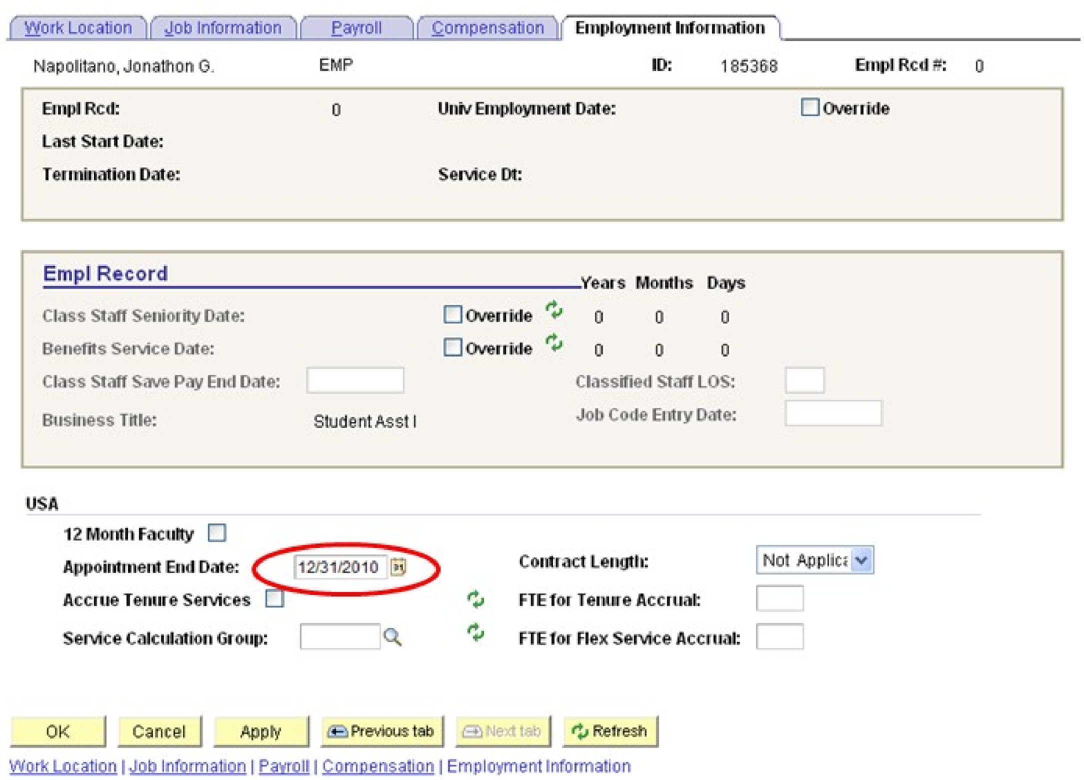
18. Compensation page displays

- Frequency: Verify that H (hourly) has defaulted
- In Pay Components section:
  - a) Enter hourly Rate Code of BASEH
  - b) Enter hourly Comp Rate
- Click Calculate Compensation
- Click Employment Information



19. Employment Information page displays

- Enter Appointment End Date (required for student employees)
- Review your work
- Click Save or OK
- For new hires, system automatically transfers to Emergency Contact page



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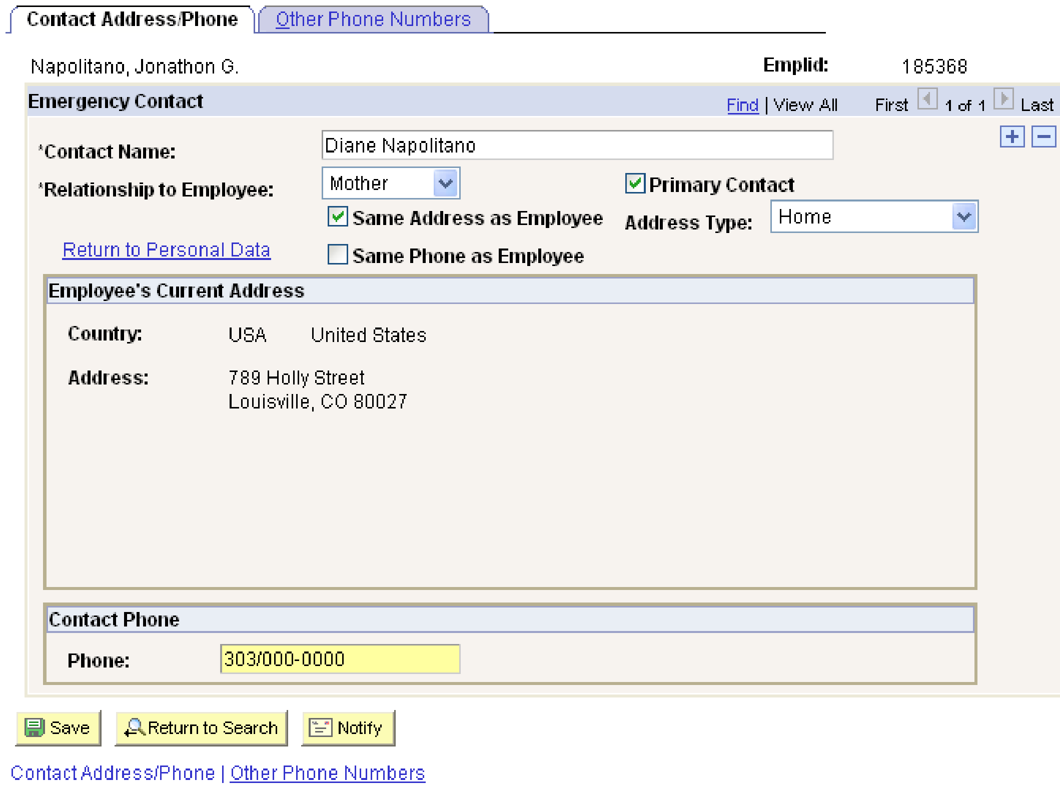
20. Emergency Contact page displays

- Enter Contact Name & Relationship to Employee
- Identify Primary Contact by clicking ☑
- If contact has same address and/or phone as employee, check those boxes
- If contact has other address, click Edit Address
- Click ⊞ to insert row(s) to include additional Emergency Contact(s)
- Additional phone numbers can be entered on Other Phone Numbers page
- Review data
- Click Save



Hire Student Hourly or Work Study complete