

Hire a Person

Purpose

The purpose of this task is to add a new employee to the Payroll System.

This task assumes that the employee has no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance processes.) The process for adding an employee to the Payroll System includes recording required personal data and maintaining information about the job to which the employee is assigned. The entire set of pages in this process must be completed to add a new employee in the Payroll System.

Helpful Hints

- A hire is only used when there is no record in the Payroll System. (If the employee exists in the Payroll System, use either the Entering a Rehire or Add Employment Instance.)
- The hire can be entered before, on, or after the actual hire date.
- If a NYS Empl ID has been previously reserved for this employee, the system will display the pre-assigned Empl ID upon completion of the Hire Process.

Hire a Person

Navigation Path

Main Menu > Workforce Administration > Personal Information > Add a Person

Steps:

1. Click the Add Person button

Biographical Details

Contact Information

Regional

Organizational Relationships

Person ID NEW

Name

1 of 1

View All

*Effective Date

*Format Type English

Display Name

Add Name

Biographic Information

Date of Birth

Years 0 Months 0

Birth Country USA

United States

Birth State

Birth Location

Prior SSN

New York Retiree Indicator

Waive Data Protection

Biographical History

1 of 1

View All

*Effective Date

*Gender Unknown

*Highest Education Level Not Indicated

*Marital Status Unknown

As of

Language Code

Alternate ID

Full-Time Student

National ID

1-1 of 1

View All

Country	*National ID Type	National ID	Primary ID
USA	Social Security Number		☒

2. Enter or confirm the following fields:

- Effective Date: the date the employee starts working at the job.
Note: Future dating is not allowed during the Hire process. The Effective Date must be equal to or less than the current date. A future date will be allowed on the Job Data page.
- Format Type

3. Click Add Name

Add Name

English Name Format

Name Prefix	
*First Name	
Middle Name	
*Last Name	
Name Suffix	
Display Name	
Formal Name	
Name	

4. Enter the following fields:

- Name Prefix
- First Name (required)
- Middle Name
- Last Name (required)
- Name Suffix

5. Click OK

6. Enter the Date of Birth in the Biographic Information section

7. In the Biographical History section, enter the Effective Date. This must be equal to the Effective Date entered in the Name section above.

8. In the National ID section, enter the employee's Social Security number, if available, in the National ID field.

9. Continue to Contact Information

Biographical Details **Contact Information** **Regional** **Organizational Relationships**

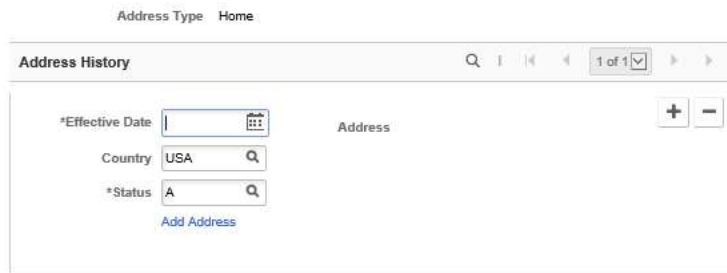
Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home		A		Add Address Detail	+	-

10. Click the Add Address Detail link

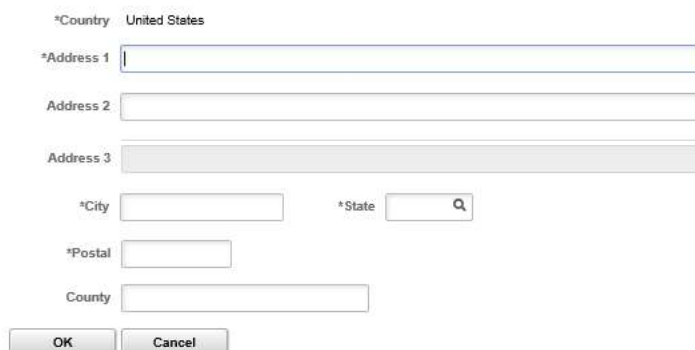
Address History

The screenshot shows the 'Address History' section of a user profile. At the top, there are tabs for 'Address Type' and 'Home'. Below the title bar, there is a search icon, a list icon, and a pagination indicator showing '1 of 1'. The main area contains a form with fields for '*Effective Date' (with a calendar icon), 'Country' (set to 'USA'), and '*Status' (set to 'A'). There is an 'Add Address' link below these fields. To the right of the form, there is a '+ -' button.

11. Enter the Effective Date. The date must equal the Name effective date.

12. Click the Add Address link.

Edit Address

The screenshot shows the 'Edit Address' form. It includes a '*Country' dropdown set to 'United States'. Below this are three address fields: '*Address 1', 'Address 2', and 'Address 3'. Further down are fields for '*City', '*State' (with a search icon), '*Postal', and 'County'. At the bottom, there are 'OK' and 'Cancel' buttons.

13. Enter the following information:

- Address: Address 1 field is required. Address 2 and Address 3 may be used if needed.
- City (required)
- State (required)
- Postal (required)
- County

14. Enter information in the Phone Information, Email Addresses, and Instant Message IDs sections if desired.

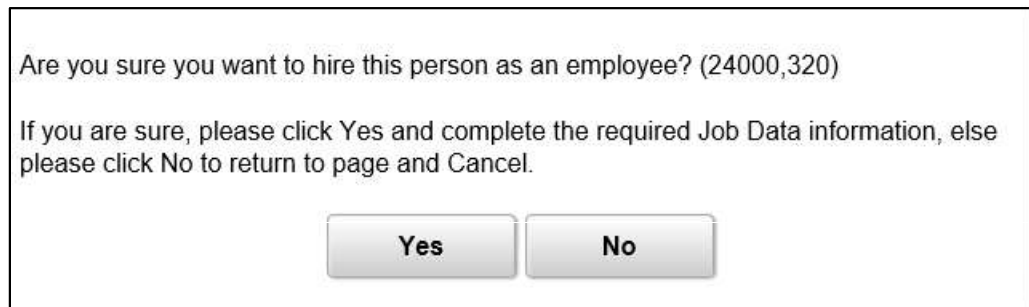
15. Continue to Organizational Relationships

The screenshot shows the 'Organizational Relationships' section. At the top, there are tabs for 'Biographical Details', 'Contact Information', 'Regional', and 'Organizational Relationships'. Below the tabs, there is a 'Person ID' field with the value 'NEW'. The main area is titled 'Choose Org Relationship to Add' and contains two checkboxes: 'Employee' and 'Reserve Emplid'. Below these checkboxes is an 'Add Relationship' button.

16. Select the Employee checkbox

17. Click Add Relationship

18. A message will display



Are you sure you want to hire this person as an employee? (24000,320)

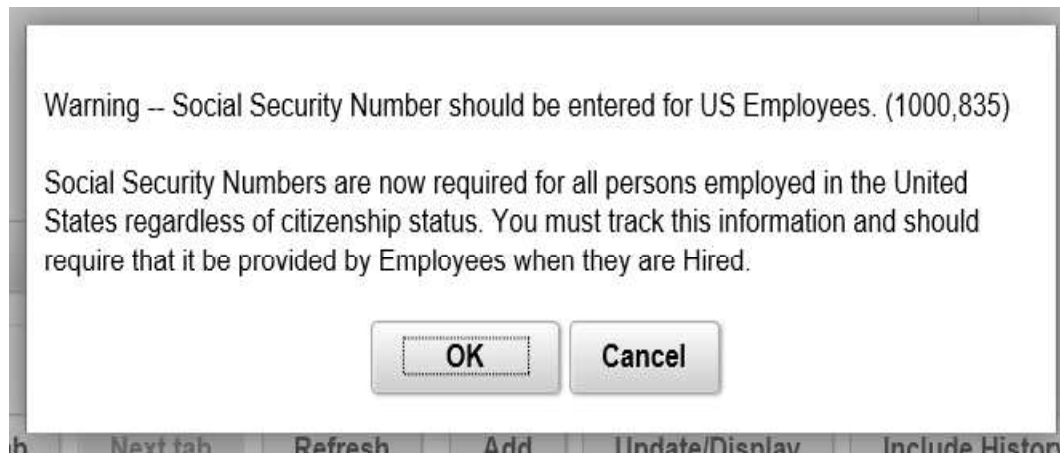
If you are sure, please click Yes and complete the required Job Data information, else please click No to return to page and Cancel.

Yes **No**

This is a confirmation dialog box with a white background and a black border. It contains two lines of text: a question followed by a reference number in parentheses, and a detailed instruction. At the bottom, there are two buttons labeled 'Yes' and 'No'.

19. Click Yes

20. If no Social Security number was entered, a warning message will display



Warning – Social Security Number should be entered for US Employees. (1000,835)

Social Security Numbers are now required for all persons employed in the United States regardless of citizenship status. You must track this information and should require that it be provided by Employees when they are Hired.

OK **Cancel**

h | Next tab | Refresh | Add | Update/Display | Include Histon

This is a warning dialog box with a white background and a black border. It contains two lines of text: a warning message followed by a reference number in parentheses, and a detailed instruction. At the bottom, there are two buttons labeled 'OK' and 'Cancel'. Below the dialog box, a portion of a toolbar is visible, showing buttons for 'Next tab', 'Refresh', 'Add', 'Update/Display', and 'Include Histon'.

21. Click OK

22. The Empl ID is assigned. If an Empl ID was reserved for the employee, this is the pre-assigned Empl ID.

The screenshot shows a software interface with a top navigation bar containing tabs: Work Location (highlighted), Job Information, Job Labor, Payroll, Salary Plan, and Compensation. Below the tabs, there is a header area with a redacted employee name, an Empl ID field containing 'NC', and an Empl Record field containing '0'. The main section is titled 'Work Location Details' and contains various input fields and controls. On the left, there are fields for *Effective Date (with a calendar icon), Effective Sequence (set to 0), HR Status (Active), Payroll Status (Active), *Position Number (with a search icon), NYS Position (with a search icon), Position Entry Date, *Regulatory Region (USA), *Company, *Business Unit (NYSKY), *Department, Department Entry Date, *Location, Position Location, Establishment ID, Last Start Date, and Expected Job End Date (with a calendar icon). On the right, there are fields for Date Created (12/03/2020), Action (Hire), *Reason (with a search icon), *Job Indicator (Primary Job), and a History button. A 'Go To Row' button with '+' and '-' icons is also present. A checkbox for 'Position Management Record' is located between the left and right sections.

23. Enter or confirm the following fields:

24. Effective Date: This must be equal to or greater than the effective dates entered on the Personal Data page. Job Data rows can be future dated.

25. Effective Sequence: This should be 0

26. Action: The Action is "Hire"

27. Reason

28. Position Number: When you tab out of this field, the remaining fields in the tab populate.

29. NYS Position: Update the NYS Position if applicable.

30. Continue to the Job Information page

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation
---------------	------------------------	-----------	---------	-------------	--------------

Employee [REDACTED] Empl ID [REDACTED]
Empl Record 0

Job Information Details 1 of 1

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire
HR Status Active Reason Appoint
Payroll Status Active Job Indicator Primary Job

Job Code 022748 PROGRAM AIDE
NYS Jobcode 022748 PROGRAM AIDE
Appointment Code PERM ☒
Entry Date 12/04/2020
Supervisor Level
Reports To
Regular/Temporary Regular *Full/Part Full-Time ☒
Empl Class *Officer Code None ☒
Regular Shift Not Applicable Shift Rate
Jurisdictional Class Competitive Shift Factor

Standard Hours ?

Work Schedule NYNYYN Position FTE 1.0000
Standard Hours 40.00 Part-Time Pct 1.0000
Work Period W Weekly Empl Work Percent 1.0000
☐ Adds to FTE Actual Count? ☐ Encumbrance Override

Contract Number ?

Contract Number Next Contract Number
Contract Type

USA

31. Enter or confirm the following fields:

- Appointment Code: Confirm the default or select the Appointment Code for this employee.
- Work Schedule: Confirm the default Work Schedule or enter the days the employee will work.
- Full/Part: If necessary, update the Full/Part field by selecting a value from the drop down list.

32. Part-Time Pct: If necessary, type the percentage indicating the ratio of work time for the employee.

NOTE: If the employee's Pay Basis Code is FEE (Fee), HRY (Hourly), or AJT (Adjunct) the default value of "1.0000" cannot be modified.

33. Continue to the Job Labor Page

Work Location Job Information **Job Labor** Payroll Salary Plan Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Labor Information ? 1 of 1

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire
HR Status Active Reason Appoint
Payroll Status Active Job Indicator Primary Job

Bargaining Unit 06 M/C Benefit Flag 9 No Coverage Future

Labor Agreement
Labor Agreement Entry Dt
Employee Category
Employee Subcategory
Employee Subcategory 2
☐ Position Management Record

Union Code MAN Management Confidential
Union Seniority Date
Works Council ID
Labor Facility ID
Entry Date
☐ Stop Wage Progression
☐ Pay Union Fee
☐ Exempt from Layoff Reason

Assigned Seniority Dates ? 1-1 of 1 View All

Seniority Date	Control Value	*Labor Seniority Date	Override	Override Reason
			☐	

Recalculate Seniority Dates

34. Enter the Benefit Flag value that is applicable for the employee's position. NOTE: If the employee is in an extra service position, confirm "9", indicating no coverage.

35. Continue to the Payroll page.

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Payroll Information ? 1 of 1

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire
HR Status Active Reason Appoint
Payroll Status Active Job Indicator Primary Job

*Payroll System Payroll for North America Future

Payroll for North America ?

Pay Group SIF State Insurance Fund
Employee Type S Salaried
Tax Location Code NY1 New York City Tax
GL Pay Type
Combination Code

Holiday Schedule 10DY 10 Day Sch
*Tipped Not Tipped ☒
FICA Status Subject ☒
Edit ChartFields

36. Enter or confirm the following fields:

- Tax Location Code: Confirm the default or enter the state and local tax jurisdiction for this position.
- FICA Status: If necessary update the employee's FICA (Federal\ Insurance Contribution Act) Status as a participant in Social Security and Medicare, by selecting a value from the drop down list.

37. Continue to the Salary Plan page.

Work Location Job Information Job Labor Payroll **Salary Plan** Compensation

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Salary Plan Details ? 1 of 1

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire
HR Status Active Reason Appoint
Payroll Status Active Job Indicator Primary Job

Salary Admin Plan MAC Management Confidential
Grade 613 Grade 613
Step Step Entry Date 12/04/2020
☐ Includes Wage Progression Rule

Future

38. Confirm the following fields, which are based on the attributes of the position:

- Salary Administration Plan
- Grade
- Grade Entry Date

39. Continue to the Compensation page.

Work Location Job Information Job Labor Payroll Salary Plan **Compensation**

Employee [Redacted] Empl ID [Redacted]
Empl Record 0

Compensation Details ? 1 of 1

Effective Date 12/04/2020 Go To Row

Effective Sequence 0 Action Hire
HR Status Active Reason Appoint
Payroll Status Active Job Indicator Primary Job

Compensation Rate 0.000000 *Frequency AA Admin

Salary Information

Anniversary Date 12/04/2020 Increment Code 0000
FIS Amount 0 NYS Grade 613

Comparative Information

Pay Rates

Pay Components

Amounts Controls Changes Conversion

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent
1 ANN	0		USD	A	

40. Verify that the Comp Rate Code is correct.

41. Review the following fields:

- Increment Code: Defaults to zero.
- FIS Amount: Defaults to zero.
- Anniversary Date: The field defaults to the effective date of the Hire but is updated after the Job Action Request has been approved.
- Compensation Rate: The field is automatically populated after the Salary has been approved.

NOTE: Salary is entered on the Job Action Requests page

42. Continue to the Employment Data page.

Employment Information

Employee

Empl ID

Empl Record

Mail Drop ID

Organizational Instance

Organizational Instance Rcd

Last Start Date

Termination Date

Org Instance Service Date

Original Start Date

First Start Date

Years

Months

Days

Override

Organizational Assignment Data

Instance Record

Last Assignment Start Date

Assignment End Date

Home/Host Classification

Company Seniority Date

Benefits Service Date

Seniority Pay Calc Date

Probation Date

Professional Experience Date

Business Title

First Assignment Start

Years

Months

Days

Override

Override

Override

Last Verification Date

Position Phone

44. Continue to the Benefits Program Participation page

45. Enter or confirm the following fields:

- Benefit Record Number: Confirm this is equal to the Empl Record number.
- Effective Date: Confirm this is equal to the date the employee was hired and the date the employee's benefit program becomes active.
- Eligible for Health Insurance Coverage: Select Y or N.
- Date Eligible for Health Insurance Coverage
- Benefit Program Participation Details: update the Effective Date, indicating the date on which the employee's benefit program becomes active.
- Benefit Program: Select the program for which the employee is eligible, or use the Lookup Benefit Program (Alt + 5) button and select an entry in the Benefit Program column.

46. Click the OK button.

47. Various warning messages will be received:

- Pay Change Request warning: This is a reminder that you have to submit a Job Request. Click OK.

- Compensation Frequency warning: Click OK.



Result

The employee has been hired into the Payroll System.

[Return to top](#)