



3.14 Prepare Job Offer



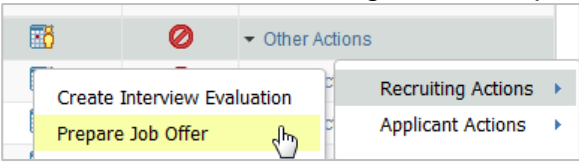
Use the **Prepare Job Offer** page to:

- Generate a job offer letter based on a standard template or upload modified or agency-specific letter.
- Attach additional documents that are part of the job offer.
- The applicant can review offer letter and either accept or reject the offer.




Procedure

Generating a job offer should be completed after the recruiter has notified the applicant by phone of the job offer and the applicant has expressed interest.


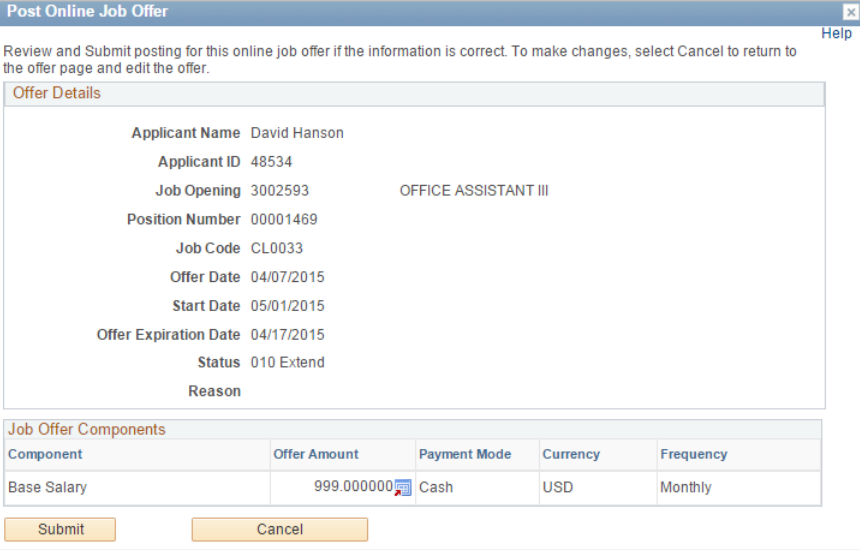
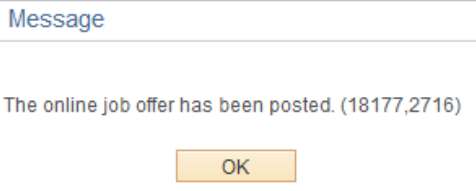
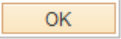
Begin by navigating to the **Manage Job Openings** page.

Step	Action
1.	Click the Recruiting Hub link. 
2.	If Primary Recruiter.... Click on the Job Title Under the My Job Openings Pagelet If not Primary Recruiter.... Click on Search Job Openings > Search > Job Title
	
3.	Under Applicants, locate the applicant to Prepare Job Offer for
4.	Click on Other Actions > Recruiting Actions > Prepare Job Offer 
5.	Use the Prepare Job Offer page to generate the offer letter and post the job offer to the applicant.



Step	Action
6.	The Prepare Job Offers page has a few elements that have to be completed
7.	<p>Job Offer Components</p> <p>Component: There are 5 available options:</p> <ul style="list-style-type: none"> • Base Salary • Housing Allowance • Moving Allowance • Oil Patch Add-On • Recruitment Bonus <p>Offer Amount: This is the dollar amount associated with the component.</p> <p>Currency: This should default to USD</p> <p>Frequency: This will default depending on the component chosen. This field can be changed if necessary</p>
8.	<p>Dates</p> <p>Offer Date: This defaults to today's date</p> <p>Start Date: This is the expected start date for the candidate</p> <p>Offer Expiration Date: This is the date that the job offer will be pulled from the candidate's My Activities page Notification page. The system defaults to 10 days but this can be changed.</p>
9.	<p>Offer Letter</p> <p>Letter: You must select State standard offer letter, even if you are not going to use the letter. If you fail to select the letter here, you will not be able to add the letter after approval.</p>
10.	<p>Offer Letter</p> <p>If you wish to add an attachment to send to the applicant, click on Add Applicant Attachment</p> 
11.	<p>Once complete, click Submit for Approval</p> 
12.	<p>Upon completion of the approval process, return to the job offer by clicking Other Actions > Recruiting Actions > Prepare Job Offer</p>
13.	<p>Select the check box next to Notify Applicant</p> 

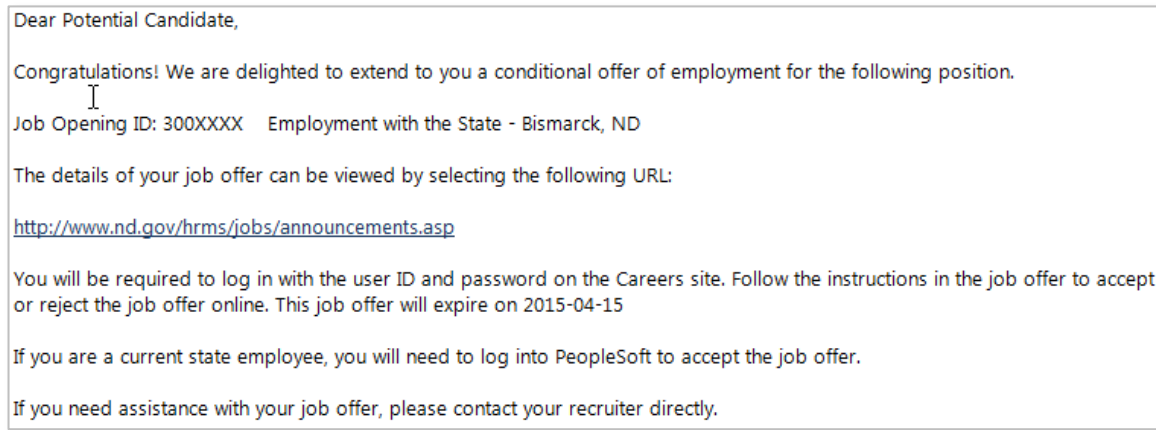


Step	Action										
14.	<p>Offer Letter</p> <p>If you are using the generic offer letter as is...</p> <p>Click on Generate Letter</p> <p>If you are using the generic offer letter with modifications....</p> <p>Click on Generate Letter</p> <p>Modify the generated letter</p> <p>Save modified letter to computer</p> <p>Click on Upload Letter</p> <p>Upload modified letter</p> <p>Under Attachments, delete the original offer letter</p> <p>If you are not using the generic offer letter...</p> <p>Click on Upload Letter</p> <p>Upload your agency-specific letter</p>										
15.	<p>Click Post</p>  <p>Note: Prior to clicking Post, it is best practice to have contacted the candidate by phone and verbally extend the offer to the candidate.</p>										
16.	<p>The Post Online Job window will pop up. Confirm the data is accurate and click Submit</p>  <p>The screenshot shows a window titled "Post Online Job Offer" with a "Help" button. The main text reads: "Review and Submit posting for this online job offer if the information is correct. To make changes, select Cancel to return to the offer page and edit the offer." Below this is a section for "Offer Details" with the following information:</p> <ul style="list-style-type: none"> Applicant Name: David Hanson Applicant ID: 48534 Job Opening: 3002593 OFFICE ASSISTANT III Position Number: 00001469 Job Code: CL0033 Offer Date: 04/07/2015 Start Date: 05/01/2015 Offer Expiration Date: 04/17/2015 Status: 010 Extend Reason: <p>Below the offer details is a table for "Job Offer Components":</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Offer Amount</th> <th>Payment Mode</th> <th>Currency</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Base Salary</td> <td>999.000000</td> <td>Cash</td> <td>USD</td> <td>Monthly</td> </tr> </tbody> </table> <p>At the bottom of the window are "Submit" and "Cancel" buttons.</p>	Component	Offer Amount	Payment Mode	Currency	Frequency	Base Salary	999.000000	Cash	USD	Monthly
Component	Offer Amount	Payment Mode	Currency	Frequency							
Base Salary	999.000000	Cash	USD	Monthly							
17.	<p>You will receive a message indicating the offer has been posted.</p>  <p>The screenshot shows a message box with the title "Message" and the text "The online job offer has been posted. (18177,2716)". An "OK" button is located at the bottom center of the message box.</p>										
18.	<p>Click the OK button.</p> 										
19.	<p>When an offer has been posted, the Post button is no longer available and the Unpost button becomes available instead.</p>										
20.	<p>You have successfully generated a letter and posted a job offering.</p> <p>End of Procedure.</p>										





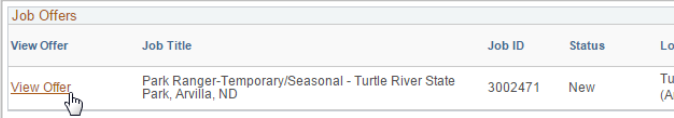
3.14.1 Prepare Job Offer – Candidate View

After completing the Job Offer, the candidate will receive an email asking them to log into and accept the offer electronically.



Procedure

The candidate receives the email from the system and either clicks on the enclosed hyperlink or logs in via the State’s job site.

Step	Action										
1.	Candidate logs into Candidate Gateway										
2.	<p>Candidate either clicks on X Job Offer has been received under My Notification</p>  <p>Or....</p> <p>Clicks on My Notifications</p>  <p>Then clicks on View Offer under Job Offers</p>  <table border="1" data-bbox="219 1438 889 1554"> <thead> <tr> <th>View Offer</th> <th>Job Title</th> <th>Job ID</th> <th>Status</th> <th>Lo</th> </tr> </thead> <tbody> <tr> <td>View Offer</td> <td>Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND</td> <td>3002471</td> <td>New</td> <td>Tu (A)</td> </tr> </tbody> </table>	View Offer	Job Title	Job ID	Status	Lo	View Offer	Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND	3002471	New	Tu (A)
View Offer	Job Title	Job ID	Status	Lo							
View Offer	Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND	3002471	New	Tu (A)							



Step	Action												
3.	<p>Job Offer Header of page provides candidate with details regarding the job, along with some basic instructions</p> <div data-bbox="220 327 1175 613" style="border: 1px solid black; padding: 5px;"> <p>We'd like to hire you for the following position:</p> <p style="text-align: center;">Posting Title Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND Job Opening ID 3002471 Offer Date 03/02/2015 Offer Expiration Date 04/15/2015</p> <p>Instructions: Step 1 - Attachments marked as Action Required must be completed and returned to your recruiter. Step 2 - Select to either Accept or Reject the offer. Note: By accepting this offer, you consent to being withdrawn from consideration for any other current State job(s) you may have applied for. Step 3 - You may either upload completed attachments here, fax them to our office or bring them with you to your first day of work.</p> <p>If you have any questions, please contact the recruiter listed on the job posting.</p> </div>												
4.	<p>Step 1 is where the candidate can review the job offer letter</p> <div data-bbox="220 663 1081 798" style="border: 1px solid black; padding: 5px;"> <p>Step 1 - Review Offer Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Type</td> <td style="text-align: right;">Details</td> </tr> <tr> <td>Document</td> <td style="text-align: right;">Offer Letter</td> </tr> </table> </div>	Type	Details	Document	Offer Letter								
Type	Details												
Document	Offer Letter												
5.	<p>If the candidate accepts the offer, they click the box next to I acknowledge that I have reviewed and understand the conditional job offer details for the position under Step 2</p> <div data-bbox="220 877 984 957" style="border: 1px solid black; padding: 5px;"> <p>Step 2 - Acknowledge Offer</p> <p><input type="checkbox"/> I acknowledge that I have reviewed and understand the conditional job offer details for the position</p> </div> <p>After they click the box, Accept become clickable.</p>												
6.	<p>Candidate clicks Accept to complete the offer</p> <div data-bbox="220 1041 376 1083" style="border: 1px solid black; padding: 2px; text-align: center;"> <p>Accept</p> </div>												
7.	<p>Message box will appear to confirm the candidate wants to accept the offer. Candidate clicks OK</p> <div data-bbox="220 1136 792 1348" style="border: 1px solid black; padding: 5px;"> <p>Message</p> <p>You have elected to accept the conditional job offer. (18177,2721)</p> <p>Select OK to submit or Cancel to return to the job offer page.</p> <div style="text-align: right; margin-top: 10px;"> OK Cancel </div> </div>												
8.	<p>The page will refresh and the banner will update</p> <div data-bbox="220 1398 964 1440" style="border: 1px solid black; padding: 5px; background-color: #ffffcc;"> <p> Congratulations! We are delighted that you have accepted this conditional offer of employment.</p> </div>												
9.	<p>After accepting the offer, the candidate then will have the opportunity to provide us with Personal Data, such as SSN, DOB and Marital Status, along with Emergency Contact Information</p> <div data-bbox="220 1524 984 1839" style="border: 1px solid black; padding: 5px;"> <p>Step 3 - Personal Data</p> <p>TextID: NDS_CEONLNOFR_01</p> <p>SSN <input type="text"/> Date of Birth <input type="text"/> Marital Status <input type="text"/></p> <p>Emergency Contacts First 1 of 1 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Emergency Contact Name <input type="text"/></td> <td style="width: 30%;">*Relationship to Employee Other <input type="text"/></td> <td style="width: 40%;">Primary Contact <input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>Address Line 1 <input type="text"/></td> <td>Address Line 2 <input type="text"/></td> <td>Same Address as Employee <input type="radio"/> Yes <input type="radio"/> No</td> </tr> <tr> <td>City <input type="text"/></td> <td>County <input type="text"/></td> <td>Zip Code <input type="text"/></td> </tr> <tr> <td>Contact Telephone Number <input type="text"/></td> <td colspan="2">Same Telephone as Employee <input type="radio"/> Yes <input type="radio"/> No</td> </tr> </table> <p style="text-align: center; margin-top: 5px;">Send To Recruiter</p> </div> <p>The candidate does not have to provide this information at this time, however Prepare for Hire cannot be completed without it. If the candidate does not provide it here, this will need to be gathered via other methods.</p>	Emergency Contact Name <input type="text"/>	*Relationship to Employee Other <input type="text"/>	Primary Contact <input type="radio"/> Yes <input type="radio"/> No	Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>	Same Address as Employee <input type="radio"/> Yes <input type="radio"/> No	City <input type="text"/>	County <input type="text"/>	Zip Code <input type="text"/>	Contact Telephone Number <input type="text"/>	Same Telephone as Employee <input type="radio"/> Yes <input type="radio"/> No	
Emergency Contact Name <input type="text"/>	*Relationship to Employee Other <input type="text"/>	Primary Contact <input type="radio"/> Yes <input type="radio"/> No											
Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>	Same Address as Employee <input type="radio"/> Yes <input type="radio"/> No											
City <input type="text"/>	County <input type="text"/>	Zip Code <input type="text"/>											
Contact Telephone Number <input type="text"/>	Same Telephone as Employee <input type="radio"/> Yes <input type="radio"/> No												



Step	Action
10.	The candidate has successfully accepted a job offer. End of Procedure.



3.15 Update Eligibility & Identity

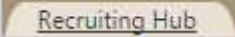

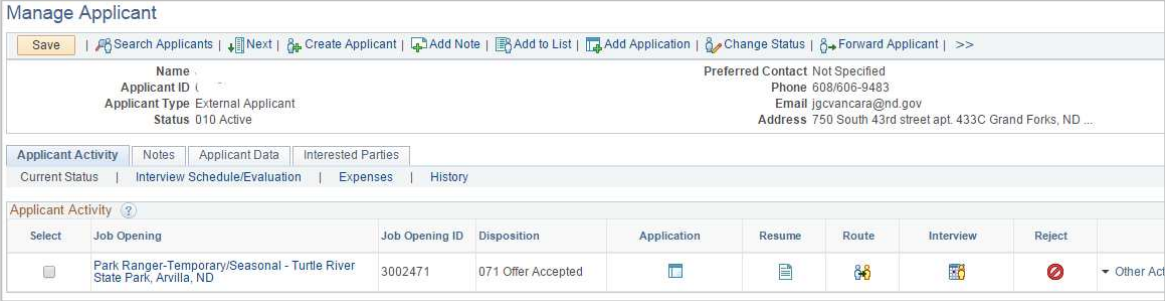
After the applicant has accepted the job offer, you will need to confirm the candidate's eligibility and identity section has been completed. If the applicant has not provided this information during the online job offer acceptance, this will need to be completed offline.

The **Eligibility & Identity** section enables you to view and modify basic demographic information (such as birth date), country-specific information, national ID and citizenship information and disability-related information.

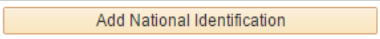

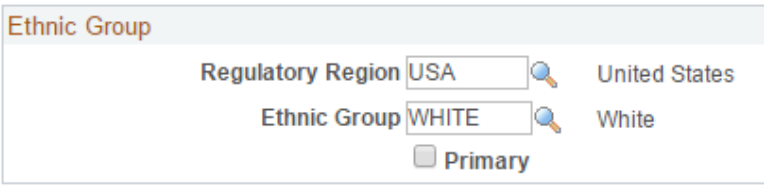
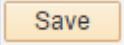
Eligibility & Identity is only available after the candidate has accepted the online job offer.

Procedure

Begin by navigating to the **Manage Applicant** page.

Step	Action						
1.	Click the Recruiting Hub link. 						
2.	Under the My Job Openings pagelet, select the Job Opening that you hired the candidate for						
3.	On Manage Job Opening , look for the candidate with the Accepted disposition 						
4.	Click the Applicant Name to access the Manage Applicant's page 						
5.	Click on Applicant Data > Eligibility & Identity Note: If the candidate is not in the Accepted disposition, this option will not be visible						
6.	To complete the Prepare for Hire process, the following fields must be completed <table border="1" data-bbox="267 1667 1425 1843"> <tr> <td>Date of Birth</td> <td>Date of Birth <input type="text" value="31"/></td> </tr> <tr> <td>Marital Status</td> <td>If the candidate does not provide the status, by default you will see (Invalid Value) *Marital Status (Invalid Value) ▼</td> </tr> <tr> <td>Gender</td> <td>*Gender Unknown ▼</td> </tr> </table>	Date of Birth	Date of Birth <input type="text" value="31"/>	Marital Status	If the candidate does not provide the status, by default you will see (Invalid Value) *Marital Status (Invalid Value) ▼	Gender	*Gender Unknown ▼
Date of Birth	Date of Birth <input type="text" value="31"/>						
Marital Status	If the candidate does not provide the status, by default you will see (Invalid Value) *Marital Status (Invalid Value) ▼						
Gender	*Gender Unknown ▼						



Step	Action
	<p>National Identification</p> <p>To Add National Identification (SSN)</p> <p>Click on Add National Identification</p>  <p>National Identification</p> <p>*Country <input type="text" value="USA"/></p> <p>*National ID Type <input type="text" value="PR"/> Social Security Number</p> <p>National ID <input type="text" value="999-99-9999"/></p> <p><input checked="" type="checkbox"/> Primary ID</p> <p>OK Cancel</p> <p>Select USA under Country</p> <p>*Country <input type="text" value="USA"/></p> <p>By default, National ID Type will prepopulate with PR</p> <p>*National ID Type <input type="text" value="PR"/> Social Security Number</p> <p>Enter the candidate's SSN in the National ID</p> <p>National ID <input type="text" value="999-99-9999"/></p> <p>Click OK</p> <p>OK</p> <p>Ethnic Group</p> <p>To Access Ethnic Group</p> <p>Click the arrow next to USA</p>  <p>If the candidate self-identified, the Ethnic Group field will be prepopulated</p>  <p>If the Ethnic Group is NSPEC (Not Specified), you will either need to request this data from the candidate or observe upon hire and update the Ethnic Group field</p>
7.	<p>Once all data updates have been made, click Save</p> 
8.	<p>You have successfully updated the candidate's Eligibility & Identity. End of Procedure.</p>



3.16 Prepare for Hire

After an applicant's disposition is set to **Accepted**, you can begin the hiring process.

Although the actual process of hiring an applicant takes place in your human resources system, you initiate the hiring process using the Prepare for Hire action. This action displays the **Prepare for Hire** page, where you verify job opening data, confirm the start date and choose a hire type before sending the hiring request to human resources.

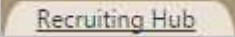


The Prepare for Hire page shows the job code or position that is tied to the job opening. If the job opening is a continuous job opening that doesn't have position or job code information, the system gets position and job code information from the job offer.

When you submit the hire request, the system sets the disposition to *Ready to Hire* and sends a notification to designated payroll individuals for the agency.

Procedure

Before beginning 'Prepare for Hire' make sure the fingerprints and background checks are complete.


Begin by navigating to the **Manage Job Opening** page.

Step	Action
1.	Click the Recruiting Hub link. 
2.	Under the My Job Openings pagelet, select the Job Opening that you hired the candidate for Or... Click Search Job Openings under Quick Links and manually search for the opening
3.	On Manage Job Opening , look for the candidate with the Accepted disposition 
4.	Click on Other Actions > Recruiting Actions > Prepare Job Offer 
5.	Use the Prepare for Hire page to view and enter hiring information and to submit the request to hire.

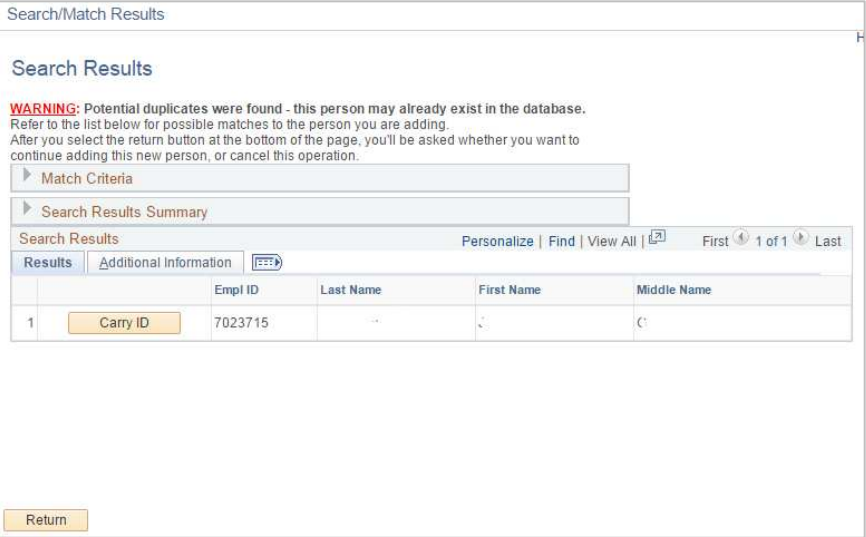





Step	Action						
	<div data-bbox="337 254 1295 1087"> <p>Prepare for Hire</p> <p>To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.</p> <p>Applicant ID 6376^</p> <p>Applicant Name</p> <p>Current Disposition 071 Offer Accepted</p> <p>Disposition Date 04/07/2015</p> <p>Applicant Type External - New</p> <p>Application Date 02/22/2015</p> <hr/> <p>Job Opening ID <input type="text" value="3002471"/> Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND</p> <p>Job Opening Type Continuous Job Opening</p> <p>Business Unit ND Parks & Recreation Dept</p> <p>Department Parks & Recreation</p> <p>Position Number 00029272 TEMP-NOT CLS-PROT SVC WK</p> <p>Job Code NC9034 TEMP-NOT CLS-PROT SVC WK</p> <hr/> <p>*Type of Hire <input type="text" value=""/></p> <p>*Start Date <input type="text" value="05/01/2015"/> </p> <p>Contract Number</p> <p>Employee ID</p> <p>Employee ID Verified No Verify Employee ID</p> <p><input type="checkbox"/> Send Offer Letter to HR</p> <p>Hire Comments <input type="text"/></p> <p><input type="button" value="Submit Request To HR"/> <input type="button" value="Cancel"/></p> </div>						
6.	The first two sections of the Prepare for Hire page pulls data from the job opening.						
7.	<p>Type of Hire</p> <p>*Type of Hire <input type="text" value="Hire"/></p> <p>Type of Hire is initially dependent on the Applicant Type found in the first section.</p> <table border="1" data-bbox="253 1268 1435 1436"> <thead> <tr> <th data-bbox="253 1268 846 1314">Applicant Type is...</th> <th data-bbox="846 1268 1435 1314">Available Types of Hire</th> </tr> </thead> <tbody> <tr> <td data-bbox="253 1314 846 1356">External - New</td> <td data-bbox="846 1314 1435 1356">Hire</td> </tr> <tr> <td data-bbox="253 1356 846 1436">Internal – Employee</td> <td data-bbox="846 1356 1435 1436">Hire Transfer</td> </tr> </tbody> </table>	Applicant Type is...	Available Types of Hire	External - New	Hire	Internal – Employee	Hire Transfer
Applicant Type is...	Available Types of Hire						
External - New	Hire						
Internal – Employee	Hire Transfer						
8.	<p>Start Date pulls from the start date listed on the job offer. Start Date can be changed at this point if necessary.</p> <p>*Start Date <input type="text" value="05/01/2015"/> </p>						
9.	<p>Clicking the Verify Employee ID link searches the human resource database to determine whether the applicant is a former employee.</p> <p>This helps you avoid entering the same person into the system more than once.</p> <p>Click the Verify Employee ID link.</p> <p>Employee ID Verified No Verify Employee ID</p>						



Step	Action
10.	<p>All applicants will have to undergo address validation:</p> <div data-bbox="256 285 1021 726" style="border: 1px solid gray; padding: 5px;"> <p>Message</p> <p>Warning -- Address validation has changed the applicant's address.</p> <p>Address as validated: 700 S 4th RD ST APT 1000 GRAND FORKS, ND 58201-3937</p> <p>Address as input: 100 South 4th street apt. 1000 Grand Forks, ND 58201</p> <p>The PeopleCode program executed a Warning statement, which has produced this message.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p>Click OK</p> <div data-bbox="256 762 391 810" style="border: 1px solid gray; padding: 2px; display: inline-block;"> <input type="button" value="OK"/> </div>
11.	<p>If you failed to complete the employee's Eligibility & Identity, you will receive an error message stating to that affect:</p> <div data-bbox="256 890 1021 1115" style="border: 1px solid gray; padding: 5px;"> <p>Message</p> <p>National ID and Date of Birth are required to be entered before the employee ID can be verified.</p> <p>The PeopleCode program executed an Error statement, which has produced this message.</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div> <p> You must complete this section before the system will allow you to complete the Prepare for Hire process. Return to Section 3.15 and complete.</p>
12.	<p>The Match Criteria group box shows the search criteria that the system used when looking for a match.</p>
13.	<p>If there are no matches... The following Message box appears</p> <div data-bbox="768 1283 902 1419" style="border: 1px solid gray; padding: 5px; display: inline-block;"> <p>Message</p> <p>No matches found</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>



Step	Action												
14.	<p>If there are matches...</p> <p>The Search/Match Results Page shows</p>  <p>The match is done on the SSN. Click Carry ID and then Return</p>												
15.	<p>If you had to click Carry ID in the prior step, the Applicant Type will have updated, depending on the candidate type:</p> <table border="1"> <thead> <tr> <th>Candidate Type....</th> <th>Updated Applicant Type</th> </tr> </thead> <tbody> <tr> <td>Employee</td> <td>Internal - Employee</td> </tr> <tr> <td>External</td> <td>External - Previous Employee</td> </tr> </tbody> </table> <p>Type of Hire will also need to be updated as well:</p> <table border="1"> <thead> <tr> <th>Applicant Type...</th> <th>Available Type of Hire</th> </tr> </thead> <tbody> <tr> <td>Internal - Employee</td> <td>Hire Transfer</td> </tr> <tr> <td>External - Previous Employee</td> <td>Rehire</td> </tr> </tbody> </table>	Candidate Type....	Updated Applicant Type	Employee	Internal - Employee	External	External - Previous Employee	Applicant Type...	Available Type of Hire	Internal - Employee	Hire Transfer	External - Previous Employee	Rehire
Candidate Type....	Updated Applicant Type												
Employee	Internal - Employee												
External	External - Previous Employee												
Applicant Type...	Available Type of Hire												
Internal - Employee	Hire Transfer												
External - Previous Employee	Rehire												
16.	<p>Send Offer Letter to Payroll should be checked</p> 												
17.	<p>Hire Comments are visible to payroll when completing the Manage Hires process.</p>												
18.	<p>Once complete, click Submit Request to Payroll</p> 												
19.	<p>The following message will pop up:</p>  <p>Click OK</p>												
20.	<p>The Candidate will now be in a Ready disposition</p>												



Step	Action
21.	You have successfully prepared an Applicant for hire. End of Procedure.



3.17 Withdrawing a Hire Request

The **Manage Hires** page does not permit users to cancel hire requests for applicants. If it is necessary to cancel a hire request for an applicant, the cancellation request must originate in recruiting solutions.

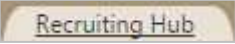
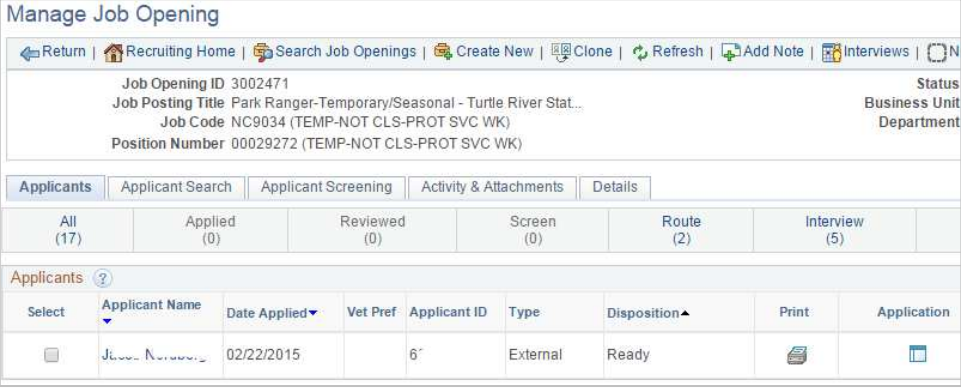
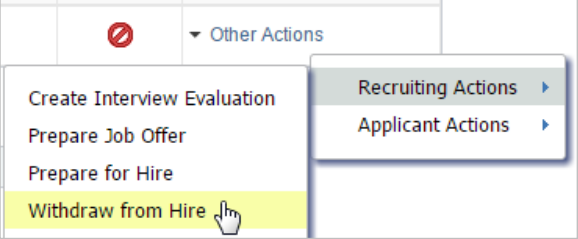

To initiate a cancellation request, use the **Withdraw From Hire** action for an applicant. This action is available only when the candidate's disposition is **Ready**. If their disposition is **Hired** they will have to be terminated in the HR.

The results of the request depend on what stage the hire process has reached in HR, but recruiting users do not receive any messages regarding activity in HR.


Regardless of what happens to the hire request in the Manage Hires page, submitting a hire cancellation request changes the applicant's disposition to **Withdrawn**.

Procedure

Begin by navigating to the **Manage Job Openings** page.

Step	Action
1.	Click the Recruiting Hub link. 
2.	Under the My Job Openings pagelet, select the Job Opening that you hired the candidate for Or... Click Search Job Openings under Quick Links and manually search for the opening
3.	Locate the applicant whose hire request you want to withdraw. The applicant's disposition is Ready (ready to hire), indicating that a hire request has been previously sent. 
4.	Click on Other Actions > Recruiting Actions > Withdraw from Hire 
5.	Use the Withdraw from Hire page to withdraw the candidate from the Manage Hires process. 



Step	Action
6.	The Disposition is prepopulated with 120 Withdrawn
7.	Under Reason , select the most appropriate reason for the withdraw
	Click the Withdraw button. 
8.	The applicant's disposition is now Withdrawn
9.	You have successfully withdrawn an Applicant's hire request. End of Procedure.



3.18.1 Manage Hires – New Hires

The Manage Hires page is used to process the candidate into HR/Payroll. Depending on the candidate’s applicant type, the system will route the candidate to the appropriate team. New hires, intra-agency rehires and intra-agency transfers will go to the agency for processing. Inter-agency transfers and inter-agency rehires will go to OMB for processing.

Manage Hires replaces the ND Hire process.

Procedures

Step	Action
1.	Log into PeopleSoft using the link in the email Or... Log into PeopleSoft, click on HR/Payroll, Main Menu > Workforce Administration > Personal Information > Manage Hires
2.	By default, Select Transactions Where is set to Source and Equals is set to Recruiting Solutions
3.	Click on the candidate’s name to access Manage Hire Detail page



Manage Hires
Manage Hires Detail

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name **Renaë Gall**
 Job Opening ID 3002379
 Job Opening Interpretive Naturalist - Turtle River State Park - Arvilla, ND
 Position PARK INTERPRETER
 Job Code PARK INTERPRETER
 Business Unit ND Parks & Recreation Dept
 Department Parks & Recreation
 Applicant Type External - New
 *Type of Hire Hire
 *Desired Start Date 05/01/2015
 Empl ID
 Employee ID Verified

Org Instance

Create new Org Instance 0
 Use existing Org Instance

Employment Record

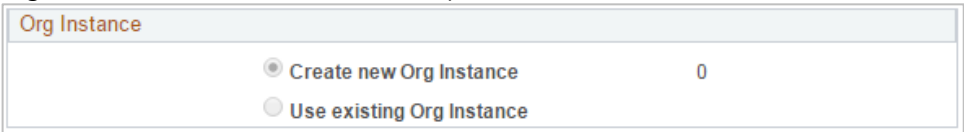
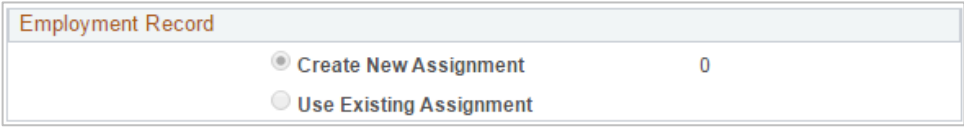

Create New Assignment 0
 Use Existing Assignment

Hire Information

Hire Comments

Add Person

Select this button in order to pull the person's personal data information from Recruiting Solutions.

4.	<p>Job section contains information related to the position. Most data is static with a couple exceptions:</p> <table border="1"> <tr> <td data-bbox="261 1073 667 1167"> Type of Hire *Type of Hire Hire </td> <td data-bbox="667 1073 1433 1167"> By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type </td> </tr> <tr> <td data-bbox="261 1167 667 1251"> Desired Start Date *Desired Start Date 03/09/2015 </td> <td data-bbox="667 1167 1433 1251"> By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll. </td> </tr> <tr> <td data-bbox="261 1251 667 1331"> Empl ID Empl ID </td> <td data-bbox="667 1251 1433 1331"> If the candidate is a former employee, this field will be populated with the candidate's Empl ID. If there was no match, this field will be blank </td> </tr> </table>	Type of Hire *Type of Hire Hire	By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type	Desired Start Date *Desired Start Date 03/09/2015	By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.	Empl ID Empl ID	If the candidate is a former employee, this field will be populated with the candidate's Empl ID . If there was no match, this field will be blank
Type of Hire *Type of Hire Hire	By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type						
Desired Start Date *Desired Start Date 03/09/2015	By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.						
Empl ID Empl ID	If the candidate is a former employee, this field will be populated with the candidate's Empl ID . If there was no match, this field will be blank						
5.	<p>Org Instance is defaulted and cannot be updated</p> 						
6.	<p>Employment Record is defaulted to Create New Assignment for new hires</p> 						
7.	<p>Hire Information is where the Job Offer letter can be viewed and any Hire Comments can be seen</p> 						
8.	<p>Add Person is where you add the candidate into the system</p>						



	<p>Add Person</p> <p>Select this button in order to pull the person's personal data information from Recruiting Solutions.</p> <p style="text-align: right;">Add Person</p> <p>Click Add Person</p> <p>Add Person</p>								
9.	<p>Biographical Details</p> <p>Biographical Details Contact Information Regional Organizational Relationships</p> <p>Bob ... Person ID NEW</p> <p>Name Find View All First 1 of 1 Last</p> <p>*Effective Date 03/09/2015 [BT] [+ -]</p> <p>*Format Type English [v]</p> <p>Display Name Bob [v] Edit Name</p> <p>Biographic Information</p> <p>Date of Birth 10/01/1978 [BT] Years 36 Months 6</p> <p>Birth Country USA [v] United States</p> <p>Birth State [v]</p> <p>Birth Location [v] <input type="checkbox"/> Waive Data Protection</p> <p>Biographical History Find View All First 1 of 1 Last</p> <p>*Effective Date 03/09/2015 [BT] [+ -]</p> <p>*Gender Unknown [v]</p> <p>*Highest Education Level A-Not Indicated [v]</p> <p>*Marital Status Single [v] As of 03/27/2015 [BT]</p> <p>Language Code [v]</p> <p>Alternate ID [v]</p> <p><input type="checkbox"/> Full-Time Student</p> <p>National ID Personalize Find View All [BT] [v] First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>*Country</th> <th>*National ID Type</th> <th>National ID</th> <th>Primary ID</th> </tr> </thead> <tbody> <tr> <td>USA [v]</td> <td>Social Security Number [v]</td> <td>-9999</td> <td><input checked="" type="checkbox"/> [+ -]</td> </tr> </tbody> </table> <p>Biographical Details pulls the candidate's data from Eligibility & Identity.</p>	*Country	*National ID Type	National ID	Primary ID	USA [v]	Social Security Number [v]	-9999	<input checked="" type="checkbox"/> [+ -]
*Country	*National ID Type	National ID	Primary ID						
USA [v]	Social Security Number [v]	-9999	<input checked="" type="checkbox"/> [+ -]						
10.	<p>By default Effective Date is today's date. Update to correct value – cannot be future dated.</p> <p>*Effective Date 04/13/2015 [BT]</p>								
11.	<p>By default, the As of date for Marital Status defaults to today. Update to Effective Date</p> <p>*Marital Status Single [v] As of 03/27/2015 [BT]</p>								
12.	<p>Click Contact Information tab</p> <p>Contact Information [v]</p>								



13. Contact Information

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

Bob Empl ID NEW

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	03/09/2015	A	AVE SW DICKINSON, ND 58601-5807 stark	Edit/View Address Detail + -

If a Work Cellular phone number is entered it will be viewable by your Agency in the PeopleSoft State Employee Directory.

Phone Information Personalize | Find | View All | First 1 of 1 Last

*Phone Type	Telephone	Extension	Preferred
Home	701/690-		<input checked="" type="checkbox"/>

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred
Home	@yahoo.com	<input checked="" type="checkbox"/>

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*IM Protocol	*IM Domain	*Network ID	Preferred
			<input type="checkbox"/>

Contact Information pulls from the candidate's provided information. The address underwent validation during the Prepare for Hire process.

14. Click Regional tab



15. Regional

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

Bob Person ID NEW

USA

Ethnic Group Find | View All | First 1 of 1 Last

Regulatory Region USA United States

Ethnic Group WHITE White

Primary

History Find | View All | First 1 of 1 Last

Effective Date 03/09/2015 Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status Not indicated

Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | First 1 of 1 Last

*Smoker	*As of
1	

Regional pulls the candidate's data from Eligibility & Identity. All fields are updatable.

16. Click Organizational Relationships tab





17. Organizational Relationships

18. Confirm check box next to **Employee** has been selected

19. Click **Add Relationship**

20. Work Location

All data should have flowed here from the position information found in the job opening.

Confirm that the **Effective Date** is accurate

Reason code needs to update to **Hire**

All other data needs to be confirmed for completeness

21. The following fields will automatically populate:

Field	Defaults to...
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs in (from Position Data)
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment ID	Not currently used

22. Click **Job Information** tab



23. Job Information

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

Bob Employee Empl ID 702 Empl Record 0

Job Information (2) Find First 1 of 1 Last

Effective Date 03/09/2015 Action Hire
Effective Sequence 0 Reason Hire
HR Status Active Job Indicator Primary Job
Payroll Status Active Current

Job Code CL5242 DRIVERS LICENSE EXMNR II
Entry Date 03/09/2015
Supervisor Level
Supervisor ID [Search]
Reports To 00006860 DRIVERS LICENSE EXMNR SPV 0451829
Regular/Temporary Regular Full/Part Full-Time
Empl Class [Dropdown] *Officer Code None [Dropdown]
Regular Shift Not Applicable Shift Rate [Text]
Classified Ind Classified Shift Factor [Text]

Standard Hours (2)

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			

Adds to FTE Actual Count? Encumbrance Override

Contract Number (2)

Contract Number [Search] Next Contract Number
Contract Type

USA

Job Information should have flowed over from the Job Opening.

24. The following fields are automatically populated based on the **Position Number** info from Position Data:

- Job Code
- Entry Date
- Reports To (If not correct, change in position data)
- Regular/Temporary –If this needs to be changed, click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.
- Full/Part – If this needs to be changed click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.

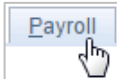
25. Click on **USA** To access **Work Day Hours**



26. Under **Work Day Hours**, enter 8

Work Day Hours

27. Click **Payroll** tab





28. Payroll

The following updates may need to be made in this tab:

Field	Action Needed
Payroll System	None, defaults to Payroll for North America.
Pay Group	Update to PG1 (Salary Monthly Employees) Pay Group PG2
Holiday Schedule	Update to STATE1 Holiday Schedule NONE
Employee Type	None, records how the employee reports time.
Tax Location Code	None, enter the county in which the employee works.
FICA Status	None, indicates whether the employee is exempt, subject or subject to Medicare only. This field defaults to Subject.
Establishment ID	Not currently used

29. Click Salary Plan tab



30. Salary Plan

Confirm the defaulted values are accurate

31. Click Compensation tab





32. Compensation

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

Job Empl ID 702
Employee Empl Record 0

Compensation ? Find First 1 of 1 Last
Go To Row

Effective Date 03/09/2015
Effective Sequence 0 Action Hire Reason
HR Status Active
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 0.000000 *Frequency Monthly

Comparative Information ?
Pay Rates ?
Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1	0					

Calculate Compensation

33. Under Pay Components, click on the look up next to Rate Code

*Rate Code

34. Use the look up and select the correct pay frequency; for example select **North American Monthly** for salaried employees.

NAMNTH North American Monthly Y Flat Amt BASSAL

35. In **Comp Rate**, enter the compensation rate from the Job Offer letter

Comp Rate

36. Click **Calculate Compensation**

Calculate Compensation

37. Click **Employment Data** hyperlink

Employment Data



38. Employment Information

Employment Information

John Smith
Employee

Empl ID 7028136
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date Override
 Last Start Date First Start Date
 Termination Date Years Months Days
 Org Instance Service Date Override 0 0 0

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 04/13/2015 First Assignment Start 04/13/2015
 Assignment End Date
 Home/Host Classification Home Years Months Days Time Reporter Data
 Company Seniority Date Override 0 0 0
 Benefits Service Date Override 0 0 0
 Seniority Pay Calc Date Override 0 0 0
 Probation Date [B]
 Professional Experience Date [B] Last Verification Date [B]
 Business Title ADMIN ASSISTANT II Position Phone

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The Company Seniority Date is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Benefits Service Date	This is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of the hire to accrue the appropriate accrual of leave hours. Do this by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Seniority Pay Calc Date	This will change to the hire date after being saved. We currently are not using this date.
Probation Date	Probation date will populate when record is saved, it will be six months from date of hire.

39. Click Earnings Distribution hyperlink

[Earnings Distribution](#)

40. Job Earnings Distribution



Job Earnings Distribution

John Smith
Employee

Empl ID 7028136
Empl Record 0

Earnings Distribution Type Find First 1 of 1 Last
 Effective Date 04/01/2015 Go To Row
 Effective Sequence 0 Action Hire
 HR Status Active Reason
 Payroll Status Active Job Indicator Primary Job
 Compensation Rate 2,500.000000 Work Period Weekly
 Standard Hours 40.00 Compensation Frequency Monthly
 *Earnings Distribution Type None

Job Earnings Distribution Find First 1 of 1 Last
 Position Number Business Unit
 Department Job Code
 Regular Shift Not Applicable
 *Earnings Code S01 Regular Pay General Ledger Pay Type
 Compensation Rate Standard Hours
 Percent of Distribution

Earnings Chartfields
 Combination Code

Job Data Employment Data Earnings Distribution Benefits Program Participation

41. The following values should be filled by default:

Pay Group	Earning Code
PG1 (& MJ1)	S01 (S02 for temporary earnings)
PG2	S02 (S01 for regular earnings)

If an update needs to be made, the following has to be done:

Earnings Distribution Type	Select by percent
Earn Code	Select proper earnings code (S01 or S02)
Disturb	100%

42. Click OK

43. You'll receive the 'Establishment ID' popup:

Message

Warning -- Establishment ID is required for a location in the U.S. (1000,111)

The country is U.S. and the establishment ID field is blank. Establishment ID is a required field for U.S. locations.

Enter an establishment ID.

Click OK

44. Upon clicking OK, the candidate's disposition on the Job Opening will be Hired and the Job Opening status will update to Filled/Closed.

45. Complete the ACA Employee Eligibility (HR/Payroll Menu>ND State Applications>Benefits>ACA Employee Eligibility)

46. You have successfully completed Manage Hires on a new hire.

End of Procedure.

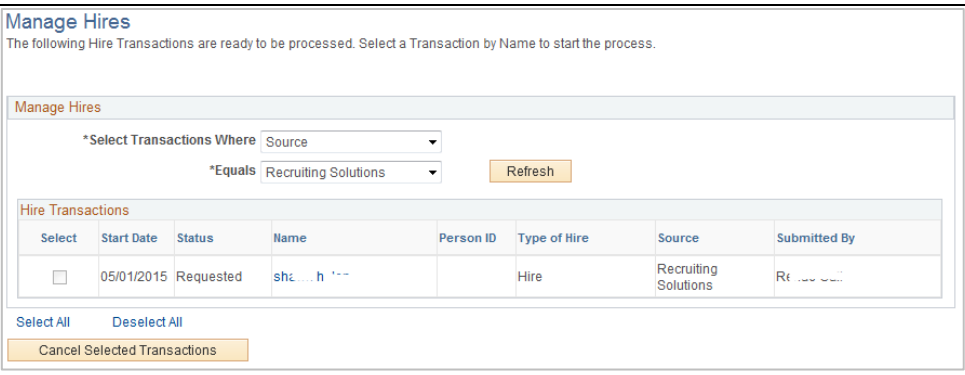
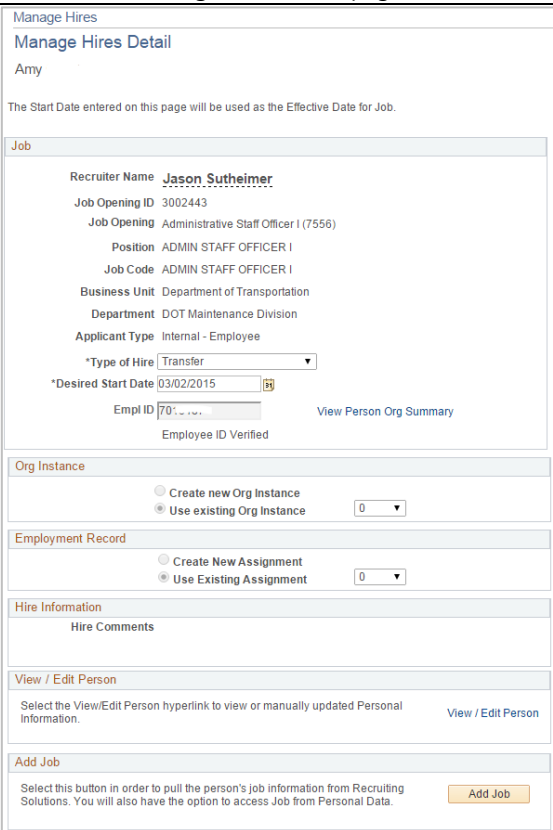


3.18.2 Manage Hires – Transfers

The Manage Hires page is used to process the candidate into HR/Payroll. Depending on the candidate’s applicant type, the system will route the candidate to the appropriate team. New hires, intra-agency rehires and intra-agency transfers will go to the agency for processing. Inter-agency transfers and inter-agency rehires will go to OMB for processing.

Manage Hires replaces the ND Hire process.

Procedures

Step	Action
1.	<p>Log into Peoplesoft using the link in the email Or... Log into PeopleSoft, click on HR/Payroll, Main Menu > Workforce Administration > Personal Information > Manage Hires</p>
	 <p>The screenshot shows the 'Manage Hires' interface. It includes a title 'Manage Hires' and a sub-header 'The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.' Below this are two dropdown menus: '*Select Transactions Where' set to 'Source' and '*Equals' set to 'Recruiting Solutions'. A 'Refresh' button is to the right. A table titled 'Hire Transactions' has columns: Select, Start Date, Status, Name, Person ID, Type of Hire, Source, and Submitted By. One row is visible with Start Date '05/01/2015', Status 'Requested', Name 'sh...', Type of Hire 'Hire', and Source 'Recruiting Solutions'. At the bottom are buttons for 'Select All', 'Deselect All', and 'Cancel Selected Transactions'.</p>
2.	By default, Select Transactions Where is set to Source and Equals is set to Recruiting Solutions
3.	Click on the candidate’s name to access Manage Hire Detail page
	 <p>The screenshot shows the 'Manage Hire Detail' page for a candidate named Amy. It includes a title 'Manage Hires' and a sub-header 'Manage Hires Detail'. Below this is the name 'Amy' and a note: 'The Start Date entered on this page will be used as the Effective Date for Job.' The 'Job' section contains details: Recruiter Name 'Jason Suthermer', Job Opening ID '3002443', Job Opening 'Administrative Staff Officer I (7556)', Position 'ADMIN STAFF OFFICER I', Job Code 'ADMIN STAFF OFFICER I', Business Unit 'Department of Transportation', Department 'DOT Maintenance Division', Applicant Type 'Internal - Employee', and *Type of Hire 'Transfer'. The *Desired Start Date is '03/02/2015'. There is an 'Empl ID' field with a value '70...' and a 'View Person Org Summary' link. Below the Job section are sections for 'Org Instance' (with radio buttons for 'Create new Org Instance' and 'Use existing Org Instance'), 'Employment Record' (with radio buttons for 'Create New Assignment' and 'Use Existing Assignment'), 'Hire Information' (with a 'Hire Comments' field), and 'View / Edit Person' (with a 'View / Edit Person' link). At the bottom is an 'Add Job' section with a note: 'Select this button in order to pull the person’s job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.' and an 'Add Job' button.</p>



4.	<p>Job section contains information related to the position. Most data is static with a couple exceptions:</p> <table border="1"> <tr> <td data-bbox="261 243 704 348"> <p>Type of Hire *Type of Hire <input type="text" value="Transfer"/></p> </td> <td data-bbox="704 243 1438 348"> <p>By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type</p> </td> </tr> <tr> <td data-bbox="261 348 704 432"> <p>Desired Start Date *Desired Start Date <input type="text" value="03/09/2015"/></p> </td> <td data-bbox="704 348 1438 432"> <p>By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.</p> </td> </tr> <tr> <td data-bbox="261 432 704 510"> <p>Empl ID Empl ID <input type="text" value="0140631"/></p> </td> <td data-bbox="704 432 1438 510"> <p>Because this is a Transfer, the current Empl ID for the employee will be listed.</p> </td> </tr> </table>	<p>Type of Hire *Type of Hire <input type="text" value="Transfer"/></p>	<p>By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type</p>	<p>Desired Start Date *Desired Start Date <input type="text" value="03/09/2015"/></p>	<p>By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.</p>	<p>Empl ID Empl ID <input type="text" value="0140631"/></p>	<p>Because this is a Transfer, the current Empl ID for the employee will be listed.</p>
<p>Type of Hire *Type of Hire <input type="text" value="Transfer"/></p>	<p>By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type</p>						
<p>Desired Start Date *Desired Start Date <input type="text" value="03/09/2015"/></p>	<p>By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.</p>						
<p>Empl ID Empl ID <input type="text" value="0140631"/></p>	<p>Because this is a Transfer, the current Empl ID for the employee will be listed.</p>						
5.	<p>Org Instance should be left with the default value</p> <div data-bbox="261 548 1219 674"> <p>Org Instance</p> <p><input type="radio"/> Create new Org Instance</p> <p><input checked="" type="radio"/> Use existing Org Instance <input type="text" value="0"/></p> </div>						
6.	<p>Employment Record is defaulted to Use Existing Assignment for rehires. You may update the record ID if necessary.</p> <div data-bbox="261 747 1219 863"> <p>Employment Record</p> <p><input type="radio"/> Create New Assignment</p> <p><input checked="" type="radio"/> Use Existing Assignment <input type="text" value="0"/></p> </div>						
7.	<p>Hire Information is where the Job Offer letter can be viewed and any Hire Comments can be seen</p> <div data-bbox="261 905 1219 1062"> <p>Hire Information</p> <p>View Job Offer Letter</p> <p>Hire Comments test</p> </div>						
8.	<p>Because we are transferring, View/Edit Person section automatically displays. To review the candidate's personal data, click on View/Edit Person</p> <div data-bbox="261 1146 1219 1272"> <p>View / Edit Person</p> <p>Select the View/Edit Person hyperlink to view or manually updated Personal Information. View / Edit Person</p> </div>						
9.	<p>Click Add Job to fill out the Job Data</p> <div data-bbox="261 1325 448 1367"> <p><input type="button" value="Add Job"/></p> </div>						



10. Work Location

All data should have flowed here from the position information found in the job opening.
When processing a transfer, **Action** does not prepopulate. You will need to select the appropriate **Action** and **Reason** codes
All other data needs to be confirmed for completeness

11. The following fields will automatically populate:

Field	Defaults to...
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs in (from Position Data)
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment ID	Not currently used

12. Click **Job Information** tab





13. Job Information

The screenshot displays the 'Job Information' tab for an employee named Bob. At the top, there are navigation tabs: Work Location, Job Information (selected), Job Labor, Payroll, Salary Plan, and Compensation. The employee's name 'Bob' is shown, along with 'Empl ID 702' and 'Empl Record 0'. Below this is a 'Job Information' section with a search bar and a 'Go To Row' button. The main form contains the following fields and values:

- Effective Date: 03/09/2015
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Hire
- Reason: Hire
- Job Indicator: Primary Job
- Current:
- Job Code: CL5242
- Job Title: DRIVERS LICENSE EXMNR II
- Entry Date: 03/09/2015
- Supervisor Level: [Empty]
- Supervisor ID: [Empty]
- Reports To: 00006860
- Job Title: DRIVERS LICENSE EXMNR SPV 0451829
- Regular/Temporary: Regular
- Full/Part: Full-Time
- Empl Class: [Empty]
- *Officer Code: None
- Regular Shift: Not Applicable
- Shift Rate: [Empty]
- Classified Ind: Classified
- Shift Factor: [Empty]

Below the main form is a 'Standard Hours' section with a table:

Standard Hours	40.00	Work Period	W	Weekly
FTE	1.000000			

There are also checkboxes for 'Adds to FTE Actual Count?' (checked) and 'Encumbrance Override' (unchecked). At the bottom, there is a 'Contract Number' section with a search bar and a 'Next Contract Number' button. A small 'USA' button is visible at the bottom left of the form.

All data on **Job Information** should have flowed over from the Job Opening.

14. The following fields are automatically populated based on the **Position Number** info from Position Data:

- Job Code
- Entry Date
- Reports To (If not correct, change in position data)
- Regular/Temporary –If this needs to be changed, click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.
- Full/Part – If this needs to be changed, click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.

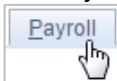
15. Click on **USA** To access **Work Day Hours**



16. Under **Work Day Hours**, 8 should already be entered. If not, update.

Work Day Hours

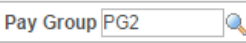

17. Click **Payroll** tab





18. Payroll

The following updates may need to be made in this tab:

Field	Action Needed
Payroll System	None, defaults to Payroll for North America.
Pay Group	Update to PG1 (Salary Monthly Employees) 
Holiday Schedule	Update to STATE1 
Employee Type	None, records how the employee reports time.
Tax Location Code	None, enter the county in which the employee works.
FICA Status	None, Indicates whether the employee is exempt, subject or subject to Medicare only. This field defaults to Subject.
Establishment ID	Not currently used

19. Click Salary Plan tab



20. Salary Plan

Confirm the defaulted values are accurate

21. Click Compensation tab





22. Compensation

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

Amy Conklin
Employee
Empl ID 7018187
Empl Record 0

Compensation ? Find First 1 of 3 Last
Go To Row

Effective Date 03/02/2015
Effective Sequence 0
HR Status Active
Payroll Status Active

Action Transfer
Reason Inter-agency Transfer
Job Indicator Primary Job
Current

Compensation Rate 3,495.000000 *Frequency M Monthly

Comparative Information ?
Pay Rates ?
Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1 NAMNTH	0		USD	M		

Calculate Compensation

23. Under Pay Components, click on the look up next to Rate Code

*Rate Code

24. Use the look up and select the correct pay frequency; for example select **North American Monthly** for salaried employees.

NAMNTH North American Monthly Y Flat Amt BASSAL

25. In **Comp Rate**, enter the compensation rate from the Job Offer letter

Comp Rate

26. Verify **Frequency**

Frequency

27. Click **Calculate Compensation**

Calculate Compensation

28. Click **Employment Data** hyperlink

Employment Data



29. Employment Information

Employment Information

John Smith
Employee

Empl ID 7028136
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0 Original Start Date Override
 Last Start Date First Start Date
 Termination Date Years Months Days
 Org Instance Service Date Override 0 0 0

Organizational Assignment Data ?

Instance Record

Last Assignment Start Date 04/13/2015 First Assignment Start 04/13/2015
 Assignment End Date
 Home/Host Classification Home Years Months Days Time Reporter Data
 Company Seniority Date Override 0 0 0
 Benefits Service Date Override 0 0 0
 Seniority Pay Calc Date Override 0 0 0
 Probation Date [B]
 Professional Experience Date [B] Last Verification Date [B]
 Business Title ADMIN ASSISTANT II Position Phone

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The Company Seniority Date is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Benefits Service Date	This is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of the hire to accrue the appropriate accrual of leave hours. Do this by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Seniority Pay Calc Date	This will change to the hire date after being saved. We currently are not using this date.
Probation Date	Probation date will populate when record is saved, it will be six months from date of hire.

30. Click Earnings Distribution hyperlink

[Earnings Distribution](#)



31. Job Earning Distribution

Job Earnings Distribution

Amy Empl ID 7018
Employee Empl Record 0

Earnings Distribution Type ? Find First 1 of 3 Last
Go To Row

Effective Date 03/02/2015
Effective Sequence 0 Action Transfer
HR Status Active Reason Inter-agency Transfer
Payroll Status Active Job Indicator Primary Job
Current

Compensation Rate 3,477.000000
Standard Hours 40.00 Work Period Weekly
Compensation Frequency Monthly
*Earnings Distribution Type None

Job Earnings Distribution ? Find First 1 of 1 Last

Position Number [] Business Unit []
Department [] Job Code []
Regular Shift Not Applicable
*Earnings Code S01 Regular Pay General Ledger Pay Type []
Compensation Rate [] Standard Hours []
Percent of Distribution []

Earnings Chartfields ?
Combination Code

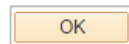
32. The following values should be filled by default:

Pay Group	Earning Code
PG1 (& MJ1)	S01 (S02 for temporary earnings)
PG2	S02 (S01 for regular earnings)

If an update needs to be made, the following has to be done:

Earnings Distribution Type	Select by percent
Earn Code	Select proper earnings code (S01 or S02)
Disturb	100%

33. Click OK



34. Upon clicking OK, the candidate's disposition on the Job Opening will be Hired and the Job Opening status will update to Filled/Closed.

35. Complete the ACA Employee Eligibility (HR/Payroll Menu>ND State Applications>Benefits>ACA Employee Eligibility)

36. You have successfully completed Manage Hires on a new hire.

End of Procedure.



3.18.1 Manage Hires – Rehires

The Manage Hires page is used to process the candidate into HR/Payroll. Depending on the candidate’s applicant type, the system will route the candidate to the appropriate team. New hires, Intra-agency rehires and intra-agency transfers will go to the agency for processing. Inter-agency transfers and inter-agency rehires will go to OMB for processing.

Manage Hires replaces the ND Hire process.

Procedures

Step	Action
1.	<p>Log into Peoplesoft using the link in the email Or... Log into PeopleSoft, click on HR/Payroll, Main Menu > Workforce Administration > Personal Information > Manage Hires</p>
2.	By default, Select Transactions Where is set to Source and Equals is set to Recruiting Solutions
3.	Click on the candidate’s name to access Manage Hire Detail page



Manage Hires

Manage Hires Detail

Heather

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name **Janell Clooten**

Job Opening ID 3002147

Job Opening BEHAVIOR MOD SPEC II (310-00002126)

Position BEHAVIOR MOD SPEC II

Job Code BEHAVIOR MOD SPEC II

Business Unit Human Services

Department CARES

Applicant Type External - Previous Employee

*Type of Hire

*Desired Start Date

Empl ID [View Person Org Summary](#)

Employee ID Verified

Org Instance

Create new Org Instance

Use existing Org Instance

Employment Record

Create New Assignment

Use Existing Assignment

Hire Information

Hire Comments

Add Person

Select this button in order to pull the person's personal data information from Recruiting Solutions.

4. **Job** section contains information related to the position. Most data is static with a couple exceptions:

<p>Type of Hire</p> <p>*Type of Hire <input type="text" value="Rehire"/></p>	<p>By default, this field is populated with the value that was selected in the Prepare for Hire step. This can be changed by payroll. Values are limited based on the Applicant Type</p>
<p>Desired Start Date</p> <p>*Desired Start Date <input type="text" value="03/09/2015"/></p>	<p>By default, this field is populated with the value that was entered in the Prepare for Hire step. This value can be updated by payroll.</p>
<p>Empl ID</p> <p>Empl ID <input type="text" value="0140631"/></p>	<p>Because this is a rehire, the old Empl ID for the employee will be listed. This Empl ID will be reused.</p>

5. **Org Instance** should be left with the default value

Org Instance

Create new Org Instance

Use existing Org Instance

6. **Employment Record** is defaulted to **Use Existing Assignment** for rehires. You may update the record ID if necessary.

Employment Record

Create New Assignment

Use Existing Assignment

7. **Hire Information** is where the **Job Offer letter** can be viewed and any **Hire Comments** can be seen

Hire Information

[View Job Offer Letter](#)

Hire Comments test



8. Add Person is where you add the candidate into the system

Add Person

Select this button in order to pull the person's personal data information from Recruiting Solutions.

Add Person

Click Add Person

Add Person

9. Biographical Details

Biographical Details | Contact Information | Regional

Heather Person ID 0140

Name Find | View All First 1 of 2 Last

*Effective Date 04/01/2015 [BT] [+ -]

*Format Type English [v]

Display Name Heather Osowski **Edit Name**

Biographic Information

Date of Birth 07/15/1973 [BT] Years 41 Months 8

Date of Death [BT]

Birth Country USA [m] United States

Birth State ND [m] North Dakota

Birth Location [] Waive Data Protection

Biographical History Find | View All First 1 of 2 Last

*Effective Date 04/01/2015 [BT] [+ -]

*Gender Female [v]

*Highest Education Level G-Bachelor's Level Degree [v]

*Marital Status Married [v] As of 03/31/2015 [BT]

Language Code English [v]

Alternate ID [] Full-Time Student

National ID Personalize | Find | View All [BT] [m] First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID
USA [m]	Social Security Number [v]	. . . 3075 [BT]	<input checked="" type="checkbox"/> [+ -]

Biographical Details pulls the candidate's data from Eligibility & Identity.

10. By default Effective Date is today's date. Update to correct value – cannot be future dated.

*Effective Date 04/13/2015 [BT]

11. By default, the As of date for Marital Status defaults to today. Update to Effective Date

*Marital Status Single [v] As of 03/27/2015 [BT]

12. Click Contact Information tab

Contact Information



13. Contact Information

Biographical Details | **Contact Information** | Regional

Nancy Empl ID 7000

Current Addresses Personalize | Find | View All | First 1 of 1 Last

Address Type	As Of Date	Status	Address	
Home	04/01/2015	A	BISMARCK, ND 58501-7769 BURLEIGH	Edit/View Address Detail + -

If a Work Cellular phone number is entered it will be viewable by your Agency in the PeopleSoft State Employee Directory.

Phone Information Personalize | Find | View All | First 1-3 of 3 Last

*Phone Type	Telephone	Extension	Preferred
Personal Cell	701/226-...		<input checked="" type="checkbox"/>
Home	701/226-...		<input type="checkbox"/>
Work	701/328-...		<input type="checkbox"/>

Email Addresses Personalize | Find | View All | First 1 of 1 Last

*Email Type	*Email Address	Preferred
Work	9999 ...@nd.gov	<input checked="" type="checkbox"/>

Instant Message IDs Personalize | Find | View All | First 1 of 1 Last

*IM Protocol	*IM Domain	*Network ID	Preferred
			<input type="checkbox"/>

Contact Information pulls from the candidate's provided information. The address underwent validation during the Prepare for Hire process.

14. Click Regional tab



15. Regional

Biographical Details | Contact Information | **Regional**

Nancy Person ID 7000

USA

Ethnic Group Find | View All | First 1 of 1 Last

Regulatory Region USA United States + -

Ethnic Group WHITE White + -

Primary

History Find | View All | First 1 of 2 Last

Effective Date 04/01/2015 Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status Not indicated

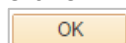
Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | First 1 of 1 Last

*Smoker 1 *As of

Regional pulls the candidate's data from Eligibility & Identity. All fields are updatable.

16. Click OK





17. Under Add Job, click on **Add Job**



18. **Work Location**

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

Nancy Employee Empl ID 7000...
Empl Record 0

Work Location ? Find First 1 of 2 Last

*Effective Date 04/01/2015 Go To Row

Effective Sequence 0 *Action Rehire

HR Status Active Reason

Payroll Status Active *Job Indicator Primary Job Current

Position Number 00006877 DRIVERS LICENSE EXMNR II
Override Position Data

Position Entry Date 04/01/2015 Position Management Record

Regulatory Region USA United States
Company ND State of North Dakota
Business Unit 80100 Department of Transportation
Department 801009 DOT Drivers License
Department Entry Date 04/01/2015
Location 801009205 Dr Lic Dickinson Licensing
Establishment ID Date Created 04/09/2015
Last Start Date 04/01/2015
Expected Job End Date

All data should have flowed here from the position information found in the job opening.

Reason code needs to update to **Rehire**

Reason **Rehire**

All other data needs to be confirmed for completeness

19. The following fields will automatically populate:

Field	Defaults to...
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs in (from Position Data)
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment ID	Not currently used

20. Click **Job Information** tab





21. Job Information

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation	
Bob Employee						Empl ID 702 Empl Record 0					
Job Information											
Effective Date 03/09/2015										Find	
Effective Sequence 0										Action Hire	
HR Status Active										Reason Hire	
Payroll Status Active										Job Indicator Primary Job	
Current											
Job Code CL5242				DRIVERS LICENSE EXMNR II							
Entry Date 03/09/2015											
Supervisor Level											
Supervisor ID											
Reports To 00006860											
DRIVERS LICENSE EXMNR SPV 0451829											
Regular/Temporary Regular											
Full/Part Full-Time											
Empl Class											
*Officer Code None											
Regular Shift Not Applicable											
Shift Rate											
Classified Ind Classified											
Shift Factor											
Standard Hours											
Standard Hours 40.00											
Work Period W Weekly											
FTE 1.000000											
<input checked="" type="checkbox"/> Adds to FTE Actual Count?											
<input type="checkbox"/> Encumbrance Override											
Contract Number											
Contract Number											
Next Contract Number											
Contract Type											
USA											

Job Information should have flowed over from the Job Opening.

22. The following fields are automatically populated based on the **Position Number** info from Position Data:

- Job Code
- Entry Date
- Reports To (If not correct, change in position data)
- Regular/Temporary –If this needs to be changed click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.
- Full/Part – If this needs to be changed, click on “Override Position Data’ on the work location tab, enter changes and then go back and click ‘Use Position Data’ on the work location tab. This will lock the fields.

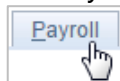
23. Click on **USA** To access **Work Day Hours**



24. Under **Work Day Hours**, 8 should already be entered. If not, update.

Work Day Hours



25. Click **Payroll** tab





26. Payroll

The following updates may need to be made in this tab:

Field	Action Needed
Payroll System	None, defaults to Payroll for North America.
Pay Group	Update to PG1 (Salary Monthly Employees) 
Holiday Schedule	Update to STATE1 
Employee Type	None, records how the employee reports time.
Tax Location Code	None, enter the county in which the employee works.
FICA Status	None, Indicates whether the employee is exempt, subject or subject to Medicare only. This field defaults to Subject.
Establishment ID	Not currently used

27. Click Salary Plan tab



28. Salary Plan

Confirm the following fields are accurate: **Salary Admin Plan** and **Grade**

29. Click Compensation tab





30. Compensation

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

Bob Empl ID 702
Employee Empl Record 0

Compensation ? Find First 1 of 1 Last
Go To Row

Effective Date 03/09/2015
Effective Sequence 0 Action Hire
HR Status Active Reason
Payroll Status Active Job Indicator Primary Job Current

Compensation Rate 0.000000 *Frequency M Monthly

Comparative Information ?
Pay Rates ?
Default Pay Components

Pay Components ? Personalize | Find | First 1 of 1 Last

Amounts	Controls	Changes	Conversion	FFB		
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	Rate Code Group
1	0					

Calculate Compensation

31. Under Pay Components, click on the look up next to Rate Code

*Rate Code

32. Use the look up and select the correct pay frequency; for example select North American Monthly for salaried employees.

NAMNTH North American Monthly Y Flat Amt BASSAL

33. In Comp Rate, enter the compensation rate from the Job Offer letter

Comp Rate

34. Click Calculate Compensation

Calculate Compensation

35. Click Employment Data hyperlink

[Employment Data](#)

36. Employment Information



Employment Information

John Smith
Employee
Empl ID 7028136
Empl Record 0

Organizational Instance

Organizational Instance Rcd 0
Original Start Date
Last Start Date
Termination Date
Org Instance Service Date

Original Start Date
First Start Date

Override

Years Months Days
0 0 0

Organizational Assignment Data

Instance Record

Last Assignment Start Date 04/13/2015
Assignment End Date
Home/Host Classification Home
Company Seniority Date
Benefits Service Date
Seniority Pay Calc Date
Probation Date
Professional Experience Date
Business Title ADMIN ASSISTANT II

First Assignment Start 04/13/2015

Years Months Days
0 0 0

Override
 Override
 Override

Last Verification Date

Position Phone

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The Company Seniority Date is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Benefits Service Date	This is used for leave accrual. If the hire date is not the first of the month, you should enter the first day of the month of the hire to accrue the appropriate accrual of leave hours. Do this by clicking on the Override button next to the date; change the date and then save. Leave the box checked next to override.
Seniority Pay Calc Date	This will change to the hire date after being saved. We currently are not using this date.
Probation Date	Probation date will populate when record is saved, it will be six months from date of hire.

37. Click **Earnings Distribution**



38. Add a new row under **Job Earnings Distribution**

Job Earnings Distribution

Find First 1 of 1 Last

Position Number Business Unit 12700

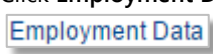
39. Delete the first row under **Job Earning Distribution**

Job Earnings Distribution

Find First 1-2 of 2 Last

Position Number Business Unit 12700

40. Click **Employment Data**



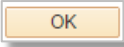
41. Place a check in the override box next to **Company Seniority Date**

Company Seniority Date 03/25/1974 Override

42. Change the date to the new date of hire

43. Once all tabs have been reviewed and updated, if necessary, click **OK**



	
44.	Upon clicking OK , you will be returned to the Manage Hires page. The candidate's disposition on the Job Opening will be Hired and the Job Opening status will update to Filled/Closed .
45.	You have successfully completed Manage Hires on a new hire. End of Procedure.