3.14 Prepare Job Offer

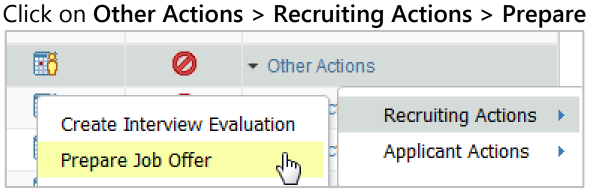
Use the **Prepare Job Offer** page to:

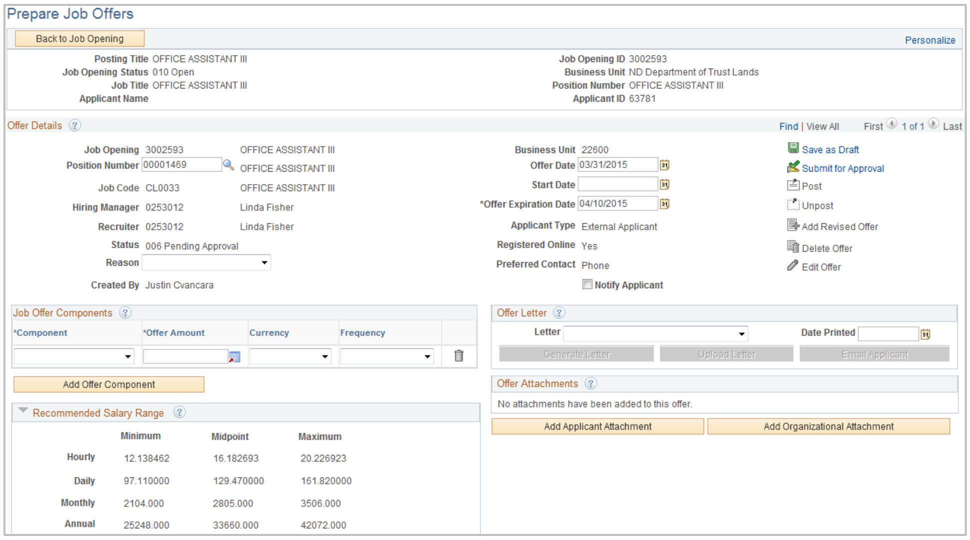
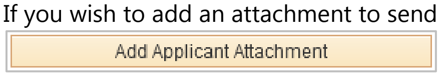
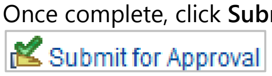
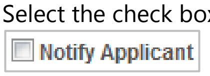
- Generate a job offer letter based on a standard template or upload modified or agency-specific letter.
- Attach additional documents that are part of the job offer.
- The applicant can review offer letter and either accept or reject the offer.

Procedure

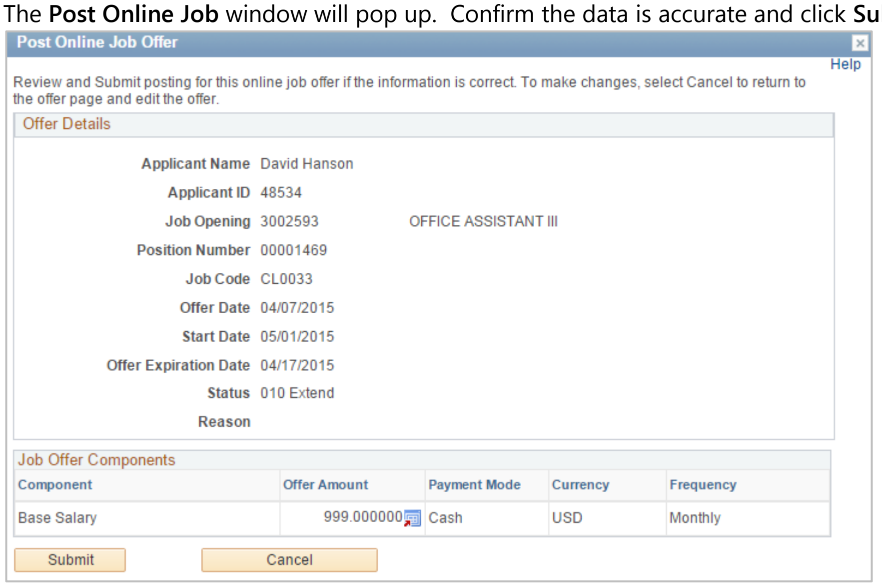
Generating a job offer should be completed after the recruiter has notified the applicant by phone of the job offer and the applicant has expressed interest.

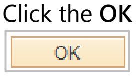
Begin by navigating to the **Manage Job Openings** page.

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.	**Job Offer Components** **Component**: There are 5 available options: • Base Salary • Housing Allowance • Moving Allowance • Oil Patch Add-On • Recruitment Bonus **Offer Amount**: This is the dollar amount associated with the component. **Currency**: This should default to USD **Frequency**: This will default depending on the component chosen. This field can be changed if necessary
8.	**Dates** **Offer Date**: This defaults to today's date **Start Date**: This is the expected start date for the candidate **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.
9.	**Offer Letter** **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.
10.	**Offer Letter** If you wish to add an attachment to send to the applicant, click on **Add Applicant Attachment** 
11.	Once complete, click **Submit for Approval** 
12.	Upon completion of the approval process, return to the job offer by clicking **Other Actions** > **Recruiting Actions** > **Prepare Job Offer**
13.	Select the check box next to **Notify Applicant** 

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14.</td><td>Offer Letter
If you are using the generic offer letter as is…
Click on Generate Letter
If you are using the generic offer letter with modifications….
Click on Generate Letter
Modify the generated letter
Save modified letter to computer
Click on Upload Letter
Upload modified letter
Under Attachments, delete the original offer letter
If you are not using the generic offer letter…
Click on Upload Letter
Upload your agency-specific letter</td></tr>
<tr><td>15.</td><td>Click Post


Note: Prior to clicking Post, it is best practice to have contacted the candidate by phone and verbally extend the offer to the candidate.</td></tr>
<tr><td>16.</td><td>The Post Online Job window will pop up. Confirm the data is accurate and click Submit

</td></tr>
<tr><td>17.</td><td>You will receive a message indicating the offer has been posted.

</td></tr>
<tr><td>18.</td><td>Click the OK button.

</td></tr>
<tr><td>19.</td><td>When an offer has been posted, the Post button is no longer available and the Unpost button becomes available instead.</td></tr>
<tr><td>20.</td><td>You have successfully generated a letter and posted a job offering.
End of Procedure.</td></tr>
</table>

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.

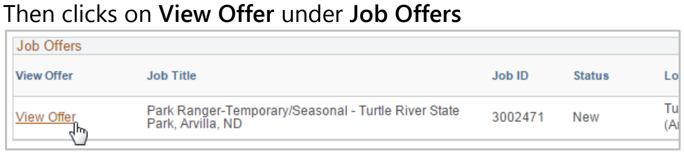
> Dear Potential Candidate,
>
> Congratulations! We are delighted to extend to you a conditional offer of employment for the following position.
>
> Job Opening ID: 300XXXX   Employment with the State - Bismarck, ND
>
> The details of your job offer can be viewed by selecting the following URL:
>
> http://www.nd.gov/hrms/jobs/announcements.asp
>
> You will be required to log in with the user ID and password on the Careers site. Follow the instructions in the job offer to accept or reject the job offer online. This job offer will expire on 2015-04-15
>
> If you are a current state employee, you will need to log into PeopleSoft to accept the job offer.
>
> If you need assistance with your job offer, please contact your recruiter directly.

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.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Candidate logs into Candidate Gateway</td></tr>
<tr><td>2.</td><td>Candidate either clicks on X Job Offer has been received under My Notification


Or....
Clicks on My Notifications


Then clicks on View Offer under Job Offers

</td></tr>
</table>

Step	Action
3.	**Job Offer** Header of page provides candidate with details regarding the job, along with some basic instructions We'd like to hire you for the following position: 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 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. If you have any questions, please contact the recruiter listed on the job posting.
4.	**Step 1** is where the candidate can review the job offer letter Step 1 - Review Offer Information Type / Details Document / Offer Letter
5.	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** Step 2 - Acknowledge Offer ☐ I acknowledge that I have reviewed and understand the conditional job offer details for the position After they click the box, **Accept** become clickable.
6.	Candidate clicks **Accept** to complete the offer Accept
7.	Message box will appear to confirm the candidate wants to accept the offer. Candidate clicks **OK** Message You have elected to accept the conditional job offer. (18177,2721) Select OK to submit or Cancel to return to the job offer page. OK Cancel
8.	The page will refresh and the banner will update Congratulations! We are delighted that you have accepted this conditional offer of employment.
9.	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** Step 3 - Personal Data TextID: NDS_CEONLNOFR_01 SSN / Date of Birth / Marital Status Emergency Contacts — First 1 of 1 Last Emergency Contact Name / *Relationship to Employee: Other / Primary Contact: Yes No Address Line 1 / Address Line 2 / Same Address as Employee: Yes No City / County / Zip Code / State Contact Telephone Number / Same Telephone as Employee: Yes No Send To Recruiter 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.

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.

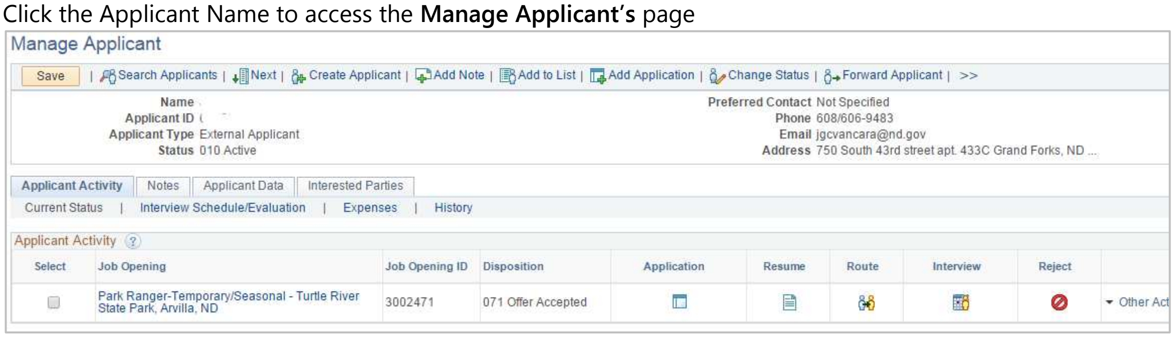
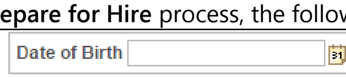
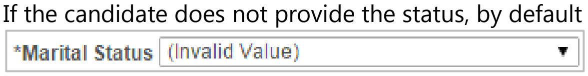
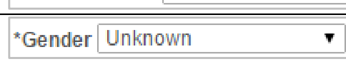
The **Eligibility & Identity** section enables you to view and modify basic demographic information (such as birth date), country-specific information, national ID and citizenship information and disability-related information.

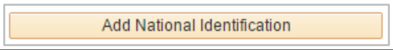
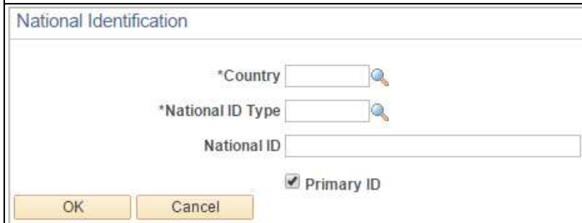
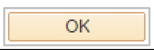
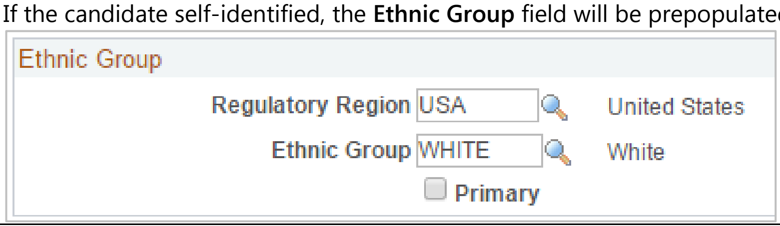
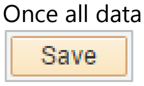
Eligibility & Identity is only available after the candidate has accepted the online job offer.

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

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>Click the Recruiting Hub link.

</td></tr>
<tr><td>2.</td><td>Under the My Job Openings pagelet, select the Job Opening that you hired the candidate for</td></tr>
<tr><td>3.</td><td>On Manage Job Opening, look for the candidate with the Accepted disposition

</td></tr>
<tr><td>4.</td><td>Click the Applicant Name to access the Manage Applicant's page

</td></tr>
<tr><td>5.</td><td>Click on Applicant Data > Eligibility & Identity
Note: If the candidate is not in the Accepted disposition, this option will not be visible</td></tr>
<tr><td>6.</td><td>To complete the Prepare for Hire process, the following fields must be completed
<table>
<tr><td>Date of Birth</td><td>
</td></tr>
<tr><td>Marital Status</td><td>If the candidate does not provide the status, by default you will see (Invalid Value)

</td></tr>
<tr><td>Gender</td><td>
</td></tr>
</table></td></tr>
</table>

Step	Action	
	National Identification	To Add National Identification (SSN)
		Click on **Add National Identification** 
		
		Select **USA** under **Country** 
		By default, **National ID Type** will prepopulate with **PR** 
		Enter the candidate's SSN in the **National ID** 
		Click **OK** 
	Ethnic Group	To Access **Ethnic Group**
		Click the arrow next to **USA** 
		If the candidate self-identified, the **Ethnic Group** field will be prepopulated 
		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
7.	Once all data updates have been made, click **Save** 	
8.	You have successfully updated the candidate's **Eligibility & Identity**. **End of Procedure.**	

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.

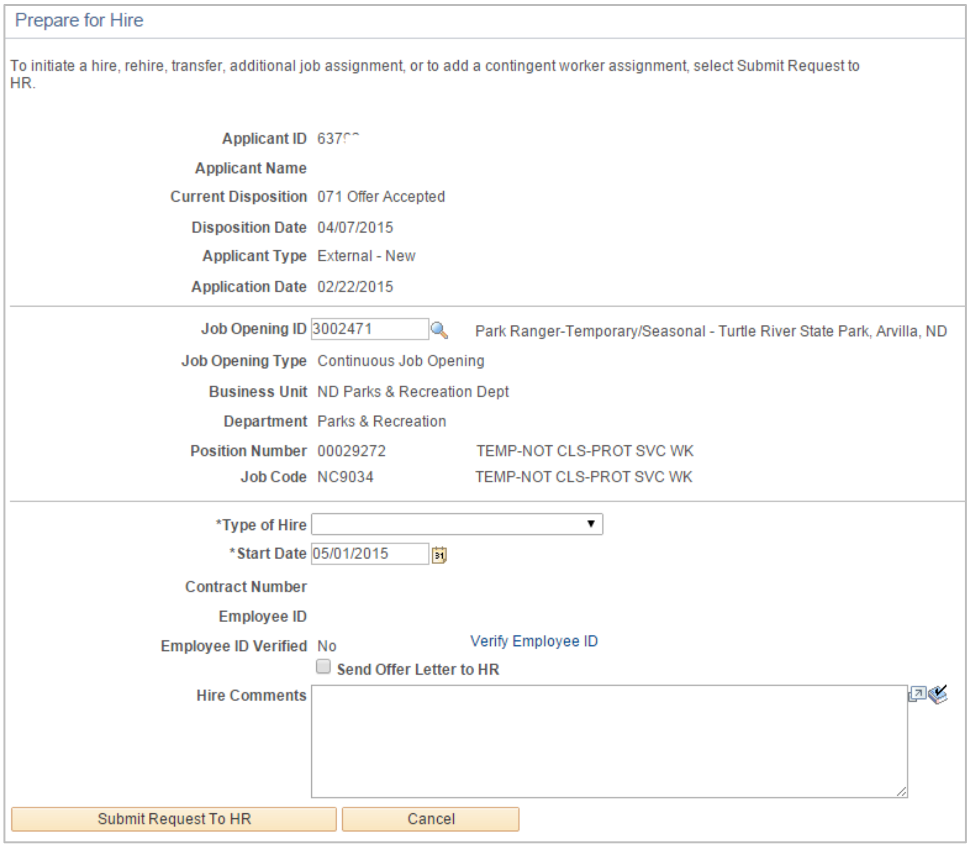
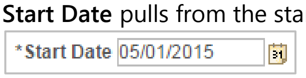
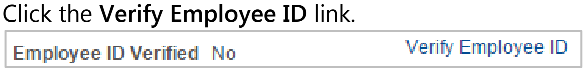
When you submit the hire request, the system sets the disposition to *Ready to Hire* and sends a notification to designated payroll individuals for the agency.

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
	
6.	The first two sections of the **Prepare for Hire** page pulls data from the job opening.
7.	**Type of Hire**
	
	Type of Hire is initially dependent on the **Applicant Type** found in the first section.
8.	**Start Date** pulls from the start date listed on the job offer. **Start Date** can be changed at this point if necessary.
	
9.	Clicking the **Verify Employee ID** link searches the human resource database to determine whether the applicant is a former employee. This helps you avoid entering the same person into the system more than once. Click the **Verify Employee ID** link.
	

Prepare for Hire

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, select Submit Request to HR.

Applicant ID	637[illegible]
Applicant Name	
Current Disposition	071 Offer Accepted
Disposition Date	04/07/2015
Applicant Type	External - New
Application Date	02/22/2015
Job Opening ID	3002471 Park Ranger-Temporary/Seasonal - Turtle River State Park, Arvilla, ND
Job Opening Type	Continuous Job Opening
Business Unit	ND Parks & Recreation Dept
Department	Parks & Recreation
Position Number	00029272 TEMP-NOT CLS-PROT SVC WK
Job Code	NC9034 TEMP-NOT CLS-PROT SVC WK
*Type of Hire	
*Start Date	05/01/2015
Contract Number	
Employee ID	
Employee ID Verified	No Verify Employee ID
	Send Offer Letter to HR
Hire Comments	

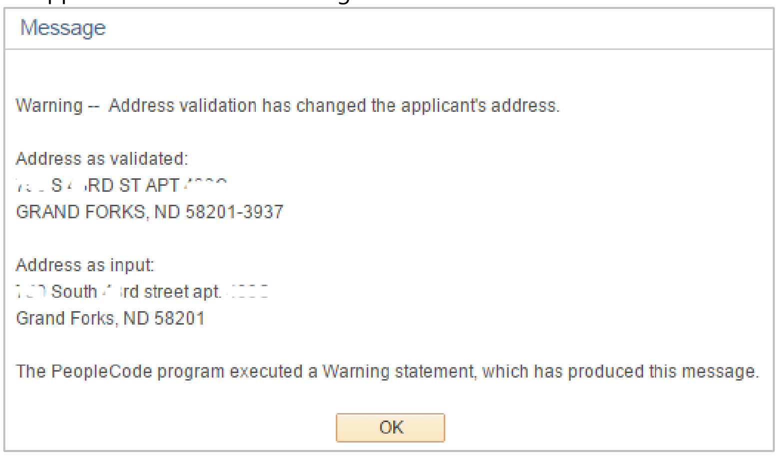
Submit Request To HR | Cancel

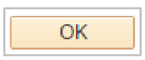
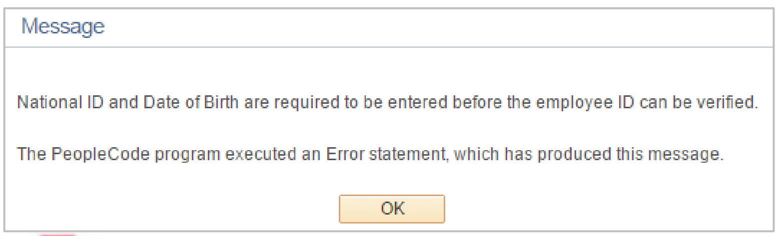
*Type of Hire: Hire

Applicant Type is...	Available Types of Hire
External - New	Hire
Internal – Employee	Hire Transfer

*Start Date 05/01/2015

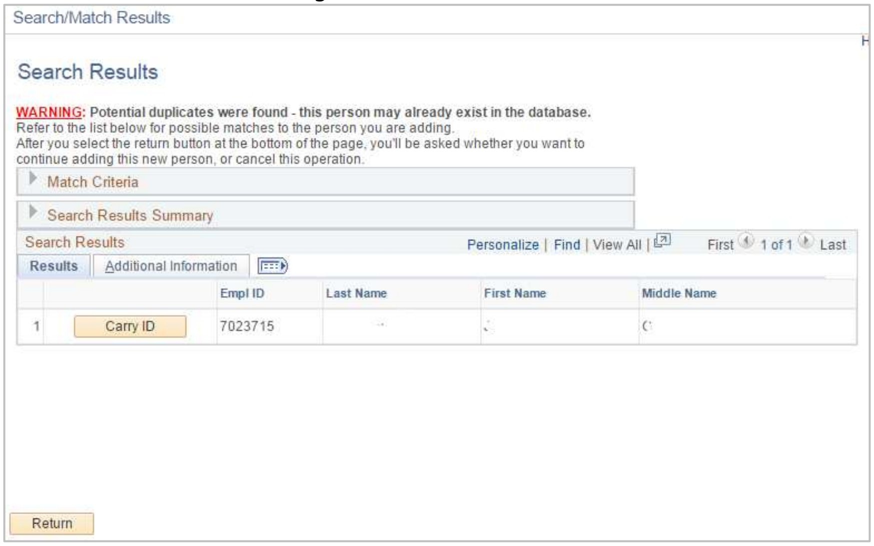
Employee ID Verified No Verify Employee ID

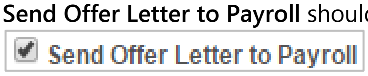
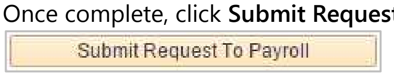
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>10.</td><td>All applicants will have to undergo address validation:


Click OK

</td></tr>
<tr><td>11.</td><td>If you failed to complete the employee's Eligibility & Identity, you will receive an error message stating to that affect:


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.</td></tr>
<tr><td>12.</td><td>The Match Criteria group box shows the search criteria that the system used when looking for a match.</td></tr>
<tr><td>13.</td><td>If there are no matches…
The following Message box appears

</td></tr>
</table>

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>14.</td><td>If there are matches…
The Search/Match Results Page shows


The match is done on the SSN. Click Carry ID and then Return</td></tr>
<tr><td>15.</td><td>If you had to click Carry ID in the prior step, the Applicant Type will have updated, depending on the candidate type:
<table>
<tr><th>Candidate Type….</th><th>Updated Applicant Type</th></tr>
<tr><td>Employee</td><td>Internal - Employee</td></tr>
<tr><td>External</td><td>External - Previous Employee</td></tr>
</table>
Type of Hire will also need to be updated as well:
<table>
<tr><th>Applicant Type…</th><th>Available Type of Hire</th></tr>
<tr><td>Internal - Employee</td><td>Hire
Transfer</td></tr>
<tr><td>External - Previous Employee</td><td>Rehire</td></tr>
</table></td></tr>
<tr><td>16.</td><td>Send Offer Letter to Payroll should be checked

</td></tr>
<tr><td>17.</td><td>Hire Comments are visible to payroll when completing the Manage Hires process.</td></tr>
<tr><td>18.</td><td>Once complete, click Submit Request to Payroll

</td></tr>
<tr><td>19.</td><td>The following message will pop up:


Click OK</td></tr>
<tr><td>20.</td><td>The Candidate will now be in a Ready disposition</td></tr>
</table>

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. 

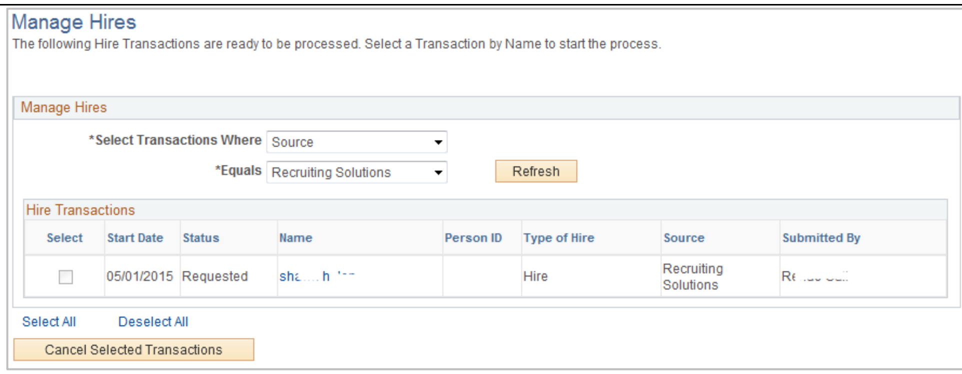
Step	Action
6.	The **Disposition** is prepopulated with **120 Withdrawn**
7.	Under **Reason**, select the most appropriate reason for the withdraw
	Click the **Withdraw** button. Withdraw
8.	The applicant's disposition is now **Withdrawn**
9.	You have successfully withdrawn an Applicant's hire request.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

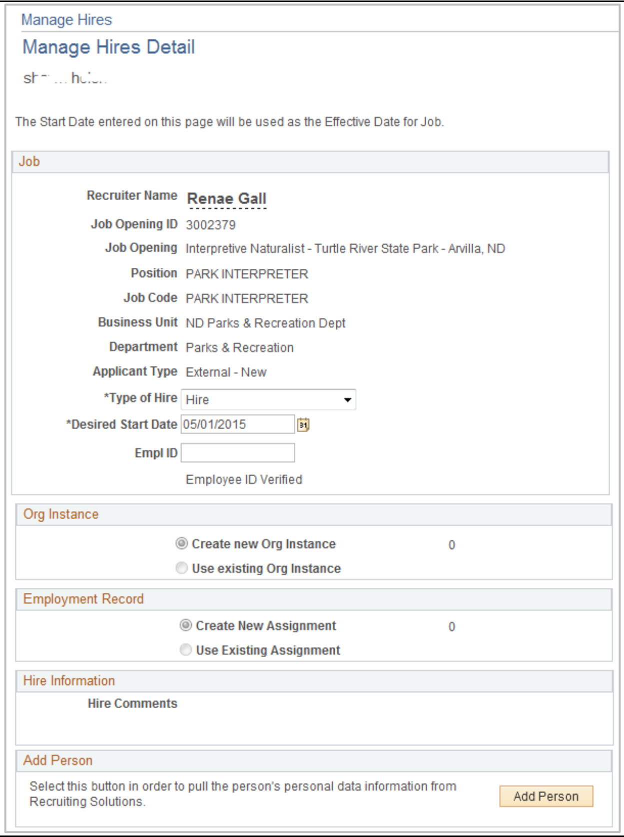
3.18.1 Manage Hires – New Hires

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 Renae 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

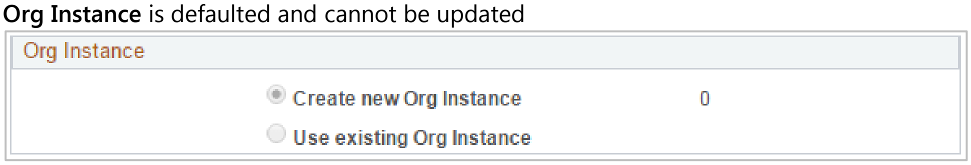
Hire Information
Hire Comments

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

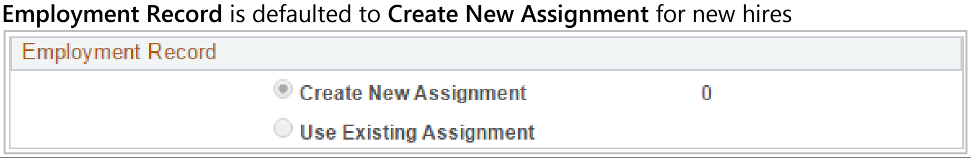
4. **Job** section contains information related to the position. Most data is static with a couple exceptions:

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

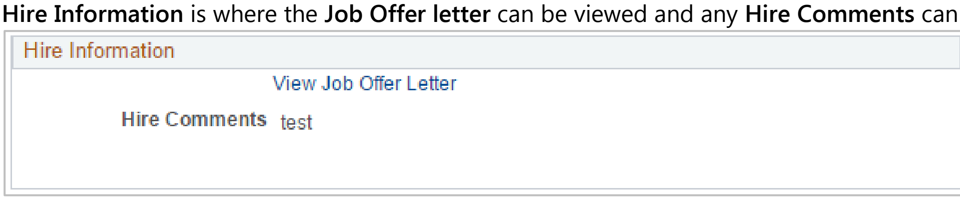
5. **Org Instance** is defaulted and cannot be updated



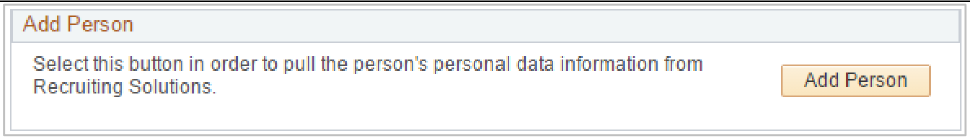
6. **Employment Record** is defaulted to **Create New Assignment** for new hires



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

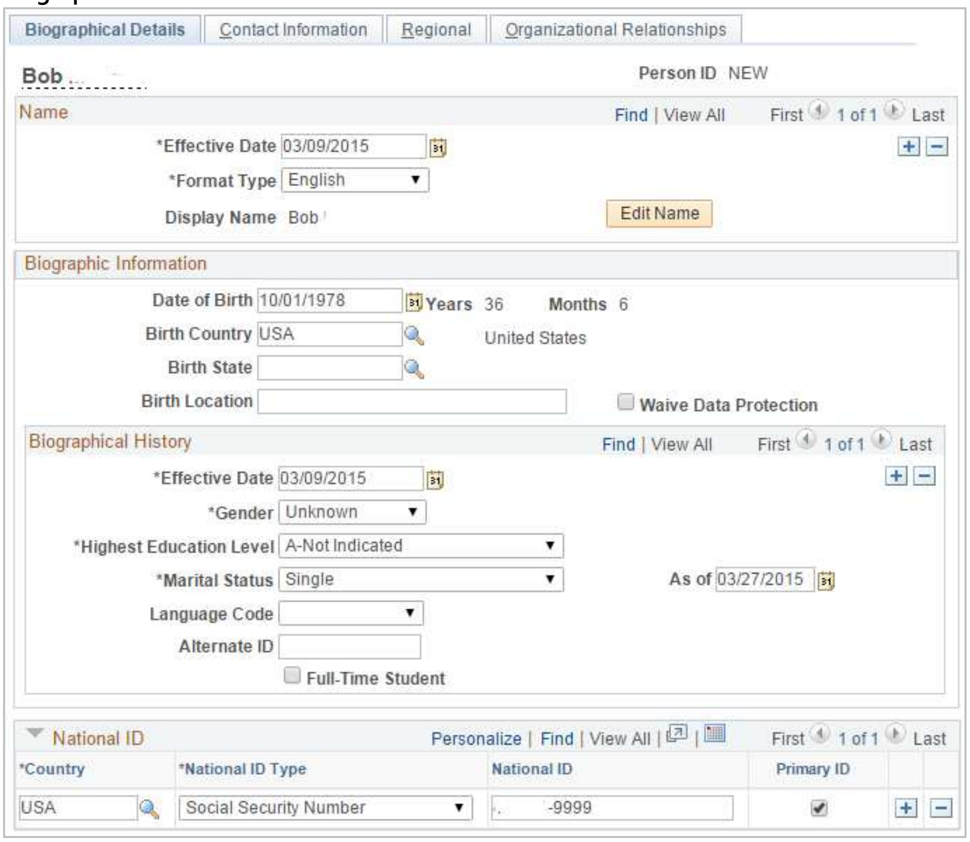


8. **Add Person** is where you add the candidate into the system



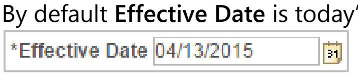
Click **Add Person**

9. **Biographical Details**

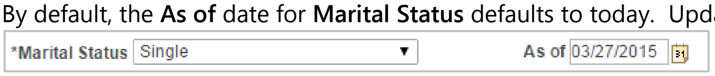


Biographical Details pulls the candidate's data from **Eligibility & Identity**.

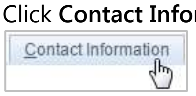
10. By default **Effective Date** is today's date. Update to correct value – cannot be future dated.



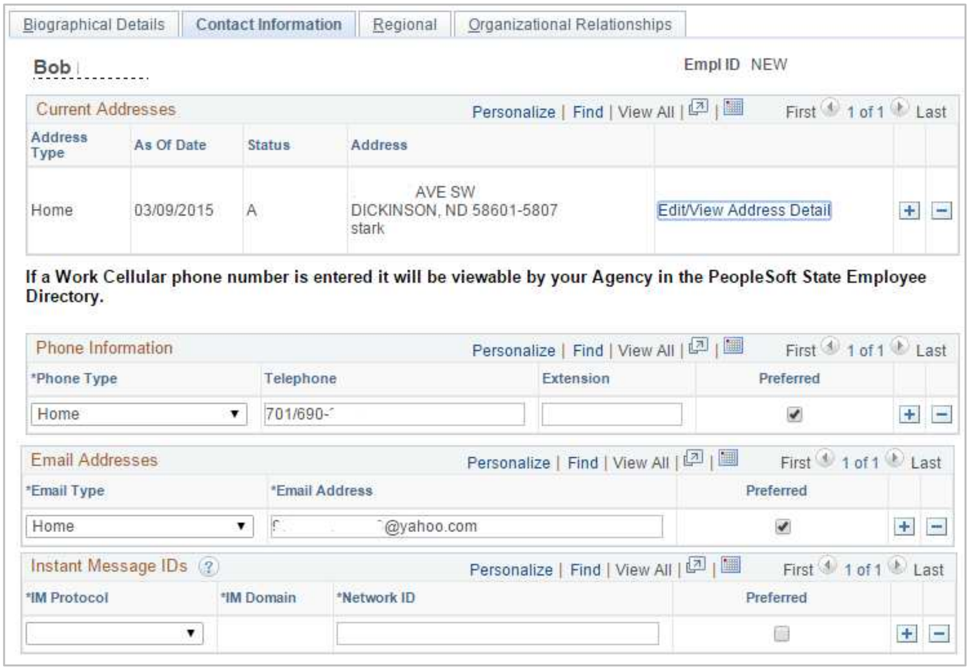
11. By default, the **As of** date for **Marital Status** defaults to today. Update to **Effective Date**



12. Click **Contact Information** tab



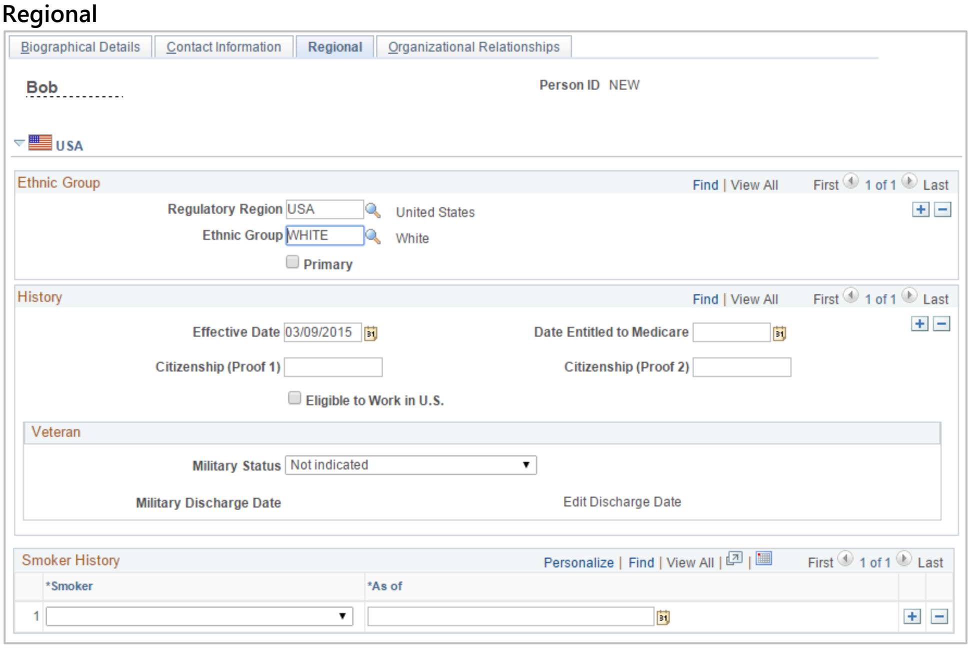
13. **Contact Information**



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

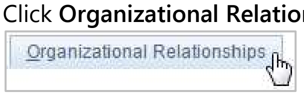
14. Click **Regional** tab

15. **Regional**

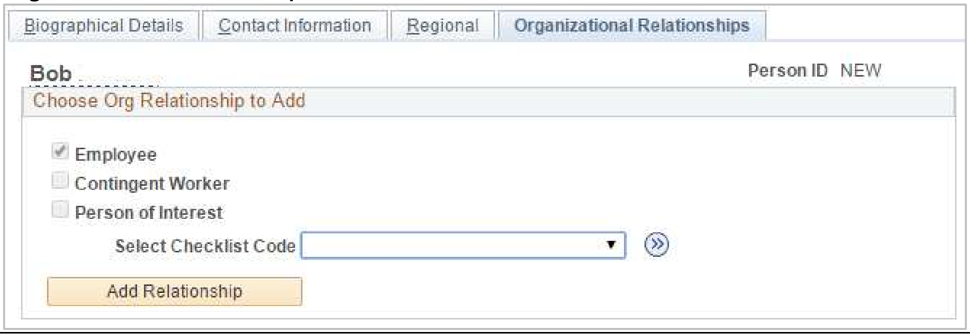


Regional pulls the candidate's data from **Eligibility & Identity**. All fields are updatable.

16. Click **Organizational Relationships** tab



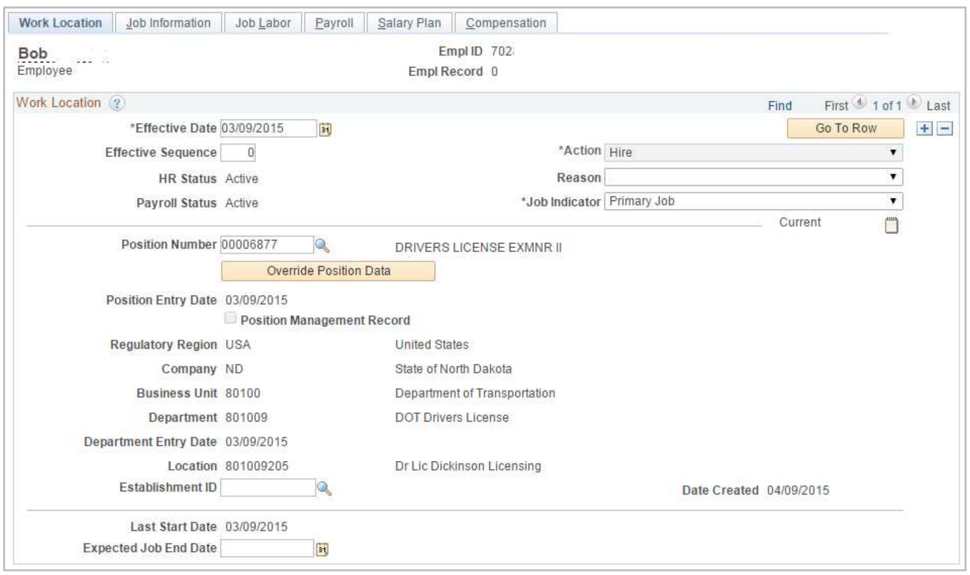
17. **Organizational Relationships**



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

19. Click **Add Relationship**

20. **Work Location**



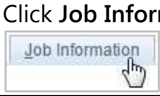
All data should have flowed here from the position information found in the job opening.
Confirm that the **Effective Date** is accurate
Reason code needs to update to **Hire**

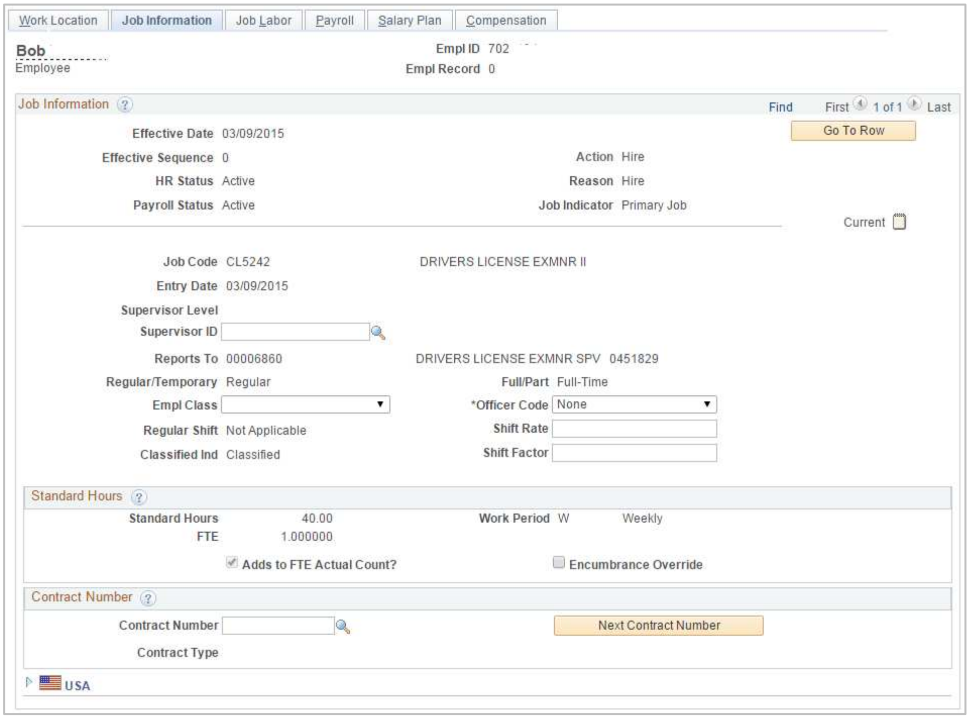
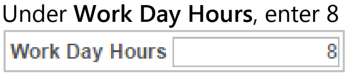
All other data needs to be confirmed for completeness

21. The following fields will automatically populate:

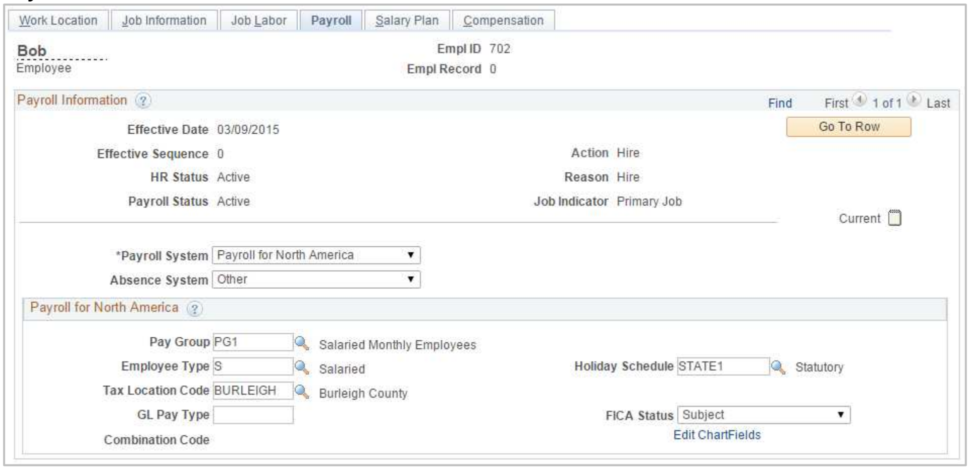
Field	Defaults to…
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs in (from Position Data)
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment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

22. Click **Job Information** tab

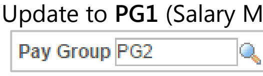
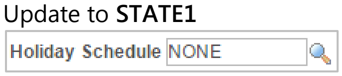


23.	**Job Information**  **Job Information** should have flowed over from the Job Opening.
24.	The following fields are automatically populated based on the **Position Number** info from Position Data: • Job Code • Entry Date • Reports To (If not correct, change in position data) • Regular/Temporary –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 
27.	Click **Payroll** tab 

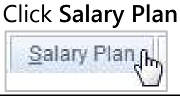
28.	**Payroll**



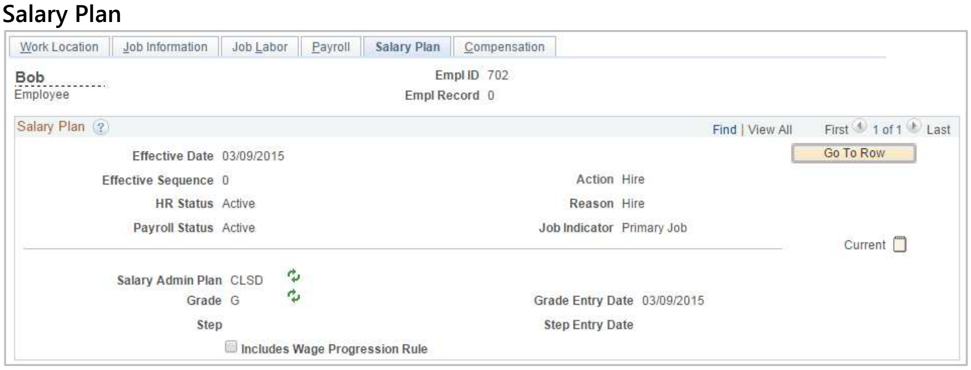
The following updates may need to be made in this tab:

Field	Action Needed
Payroll System	None, defaults to Payroll for North America.
Pay Group	Update to **PG1** (Salary Monthly Employees) 
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

29.	Click **Salary Plan tab**

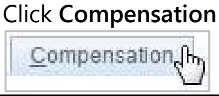


30.	**Salary Plan**

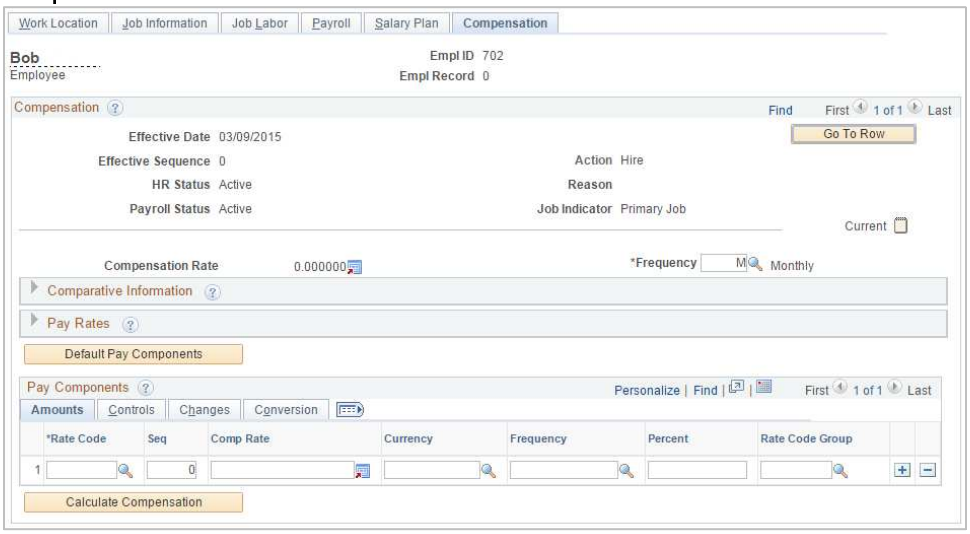


Confirm the defaulted values are accurate

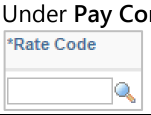
31.	Click **Compensation tab**



32. **Compensation**

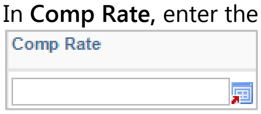


33. Under **Pay Components,** click on the look up next to **Rate Code**



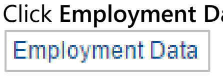
34. Use the look up and select the correct pay frequency; for example select **North American Monthly** for salaried employees.

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

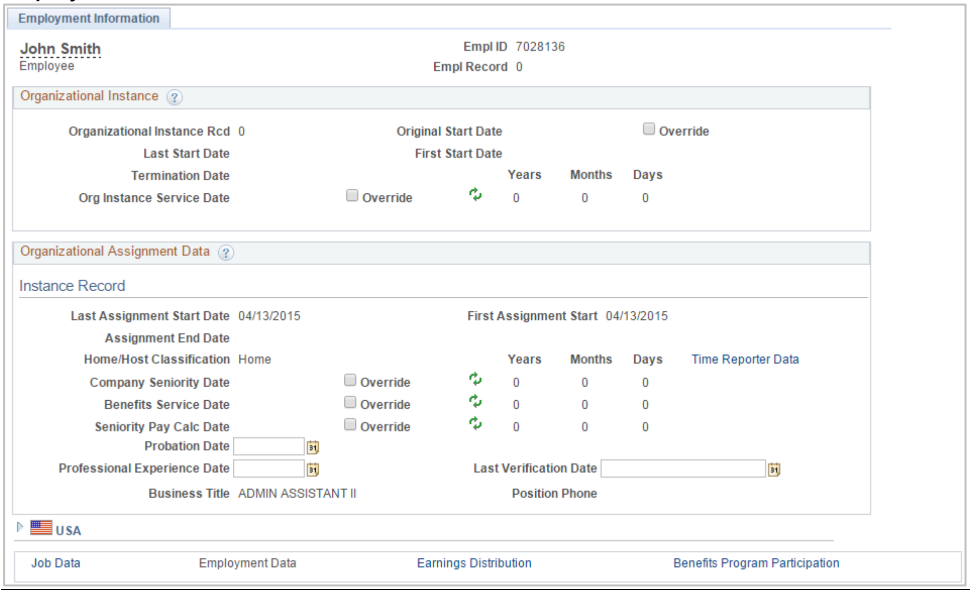


36. Click **Calculate Compensation**

37. Click **Employment Data** hyperlink



38. **Employment Information**

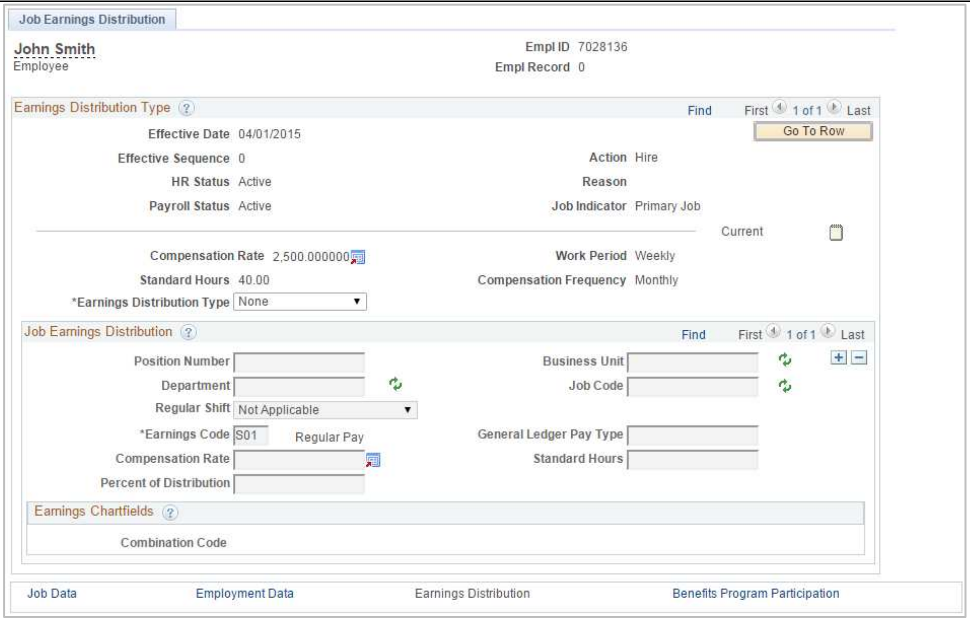


Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next 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**



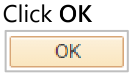
41. The following values should be filled by default:

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

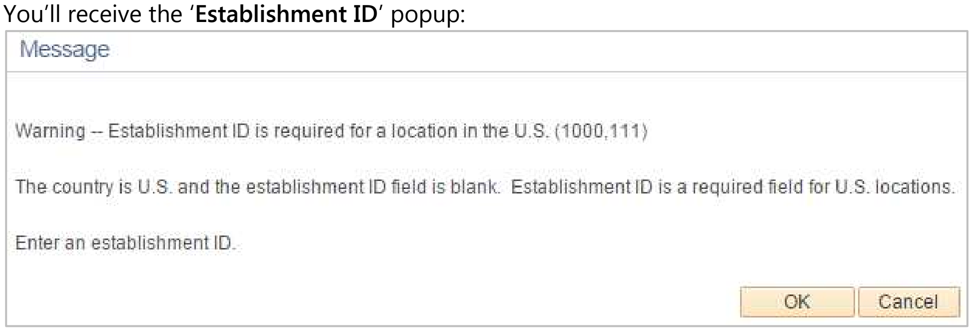
If an update needs to be made, the following has to be done:

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

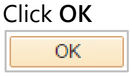
42. Click **OK**



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



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.

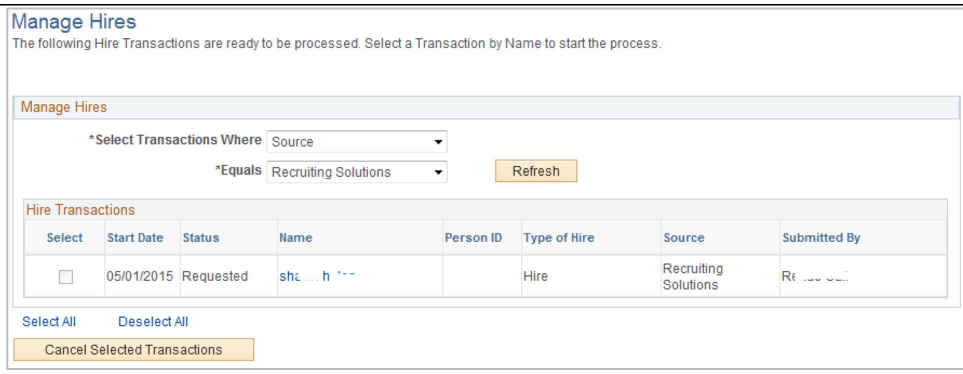
3.18.2 Manage Hires – Transfers

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.

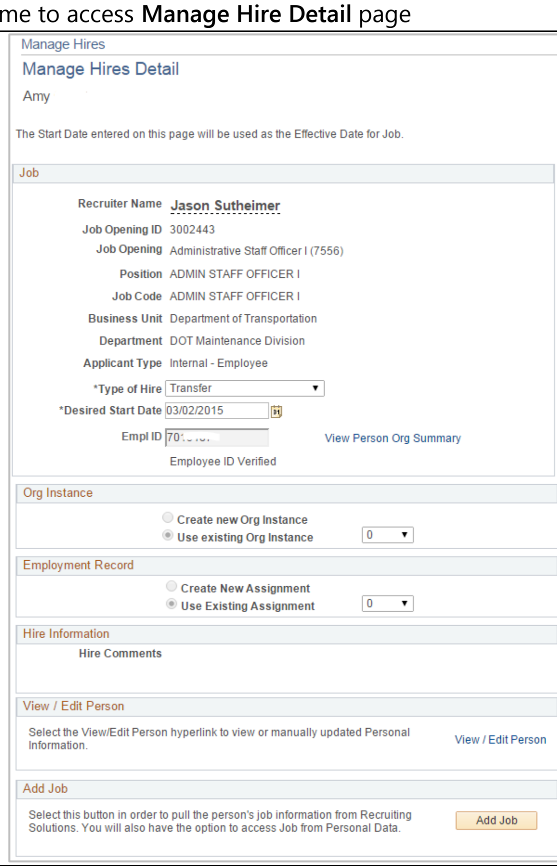
Manage Hires replaces the ND Hire process.

Procedures

Step	Action
1.	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**

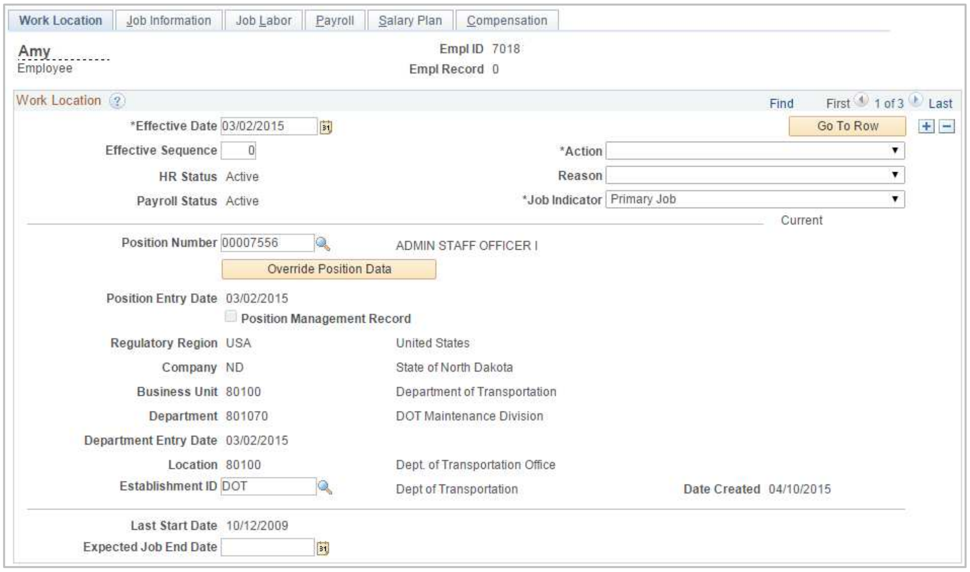


Step	Action
2.	By default, **Select Transactions Where** is set to **Source** and **Equals** is set to **Recruiting Solutions**
3.	Click on the candidate's name to access **Manage Hire Detail** page



4.	**Job** section contains information related to the position. Most data is static with a couple exceptions: **Type of Hire** — *Type of Hire: Transfer — 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: 0140631 — Because this is a Transfer, the current Empl ID for the employee will be listed.
5.	**Org Instance** should be left with the default value Org Instance Create new Org Instance Use existing Org Instance 0
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 0
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.	Because we are transferring, **View/Edit Person** section automatically displays. To review the candidate's personal data, click on **View/Edit Person** View / Edit Person Select the View/Edit Person hyperlink to view or manually updated Personal Information. View / Edit Person
9.	Click **Add Job** to fill out the Job Data Add Job

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

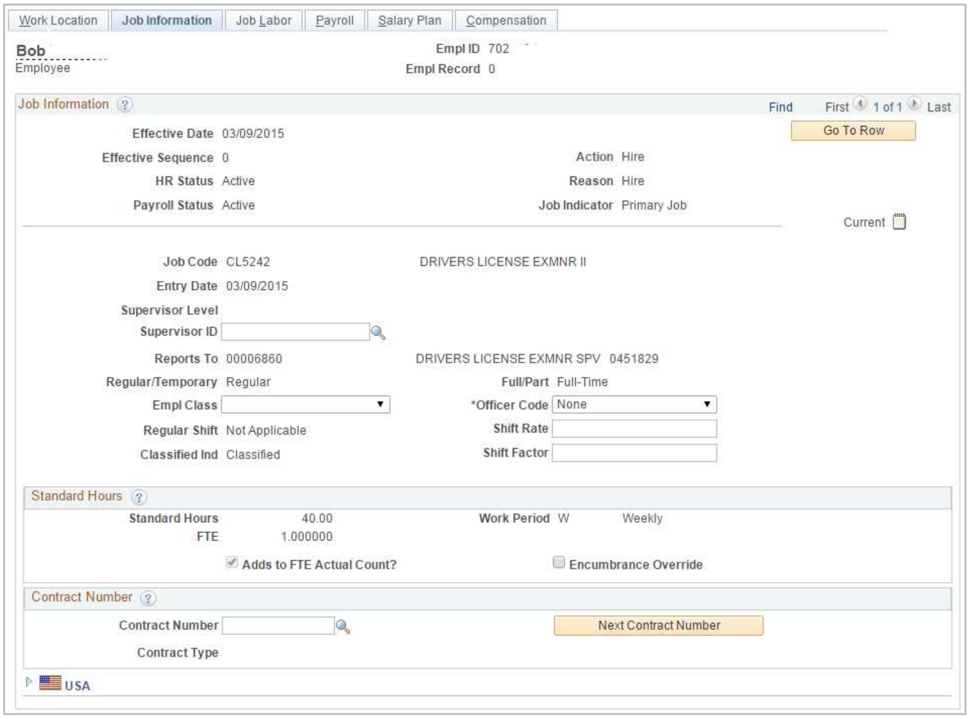
11. The following fields will automatically populate:

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

<table>
<tr><td>13.</td><td>

Job Information



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

</td></tr>
<tr><td>14.</td><td>

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

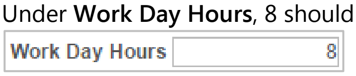
- Job Code
- Entry Date
- Reports To (If not correct, change in position data)
- Regular/Temporary –If this needs to be changed, click on "Override Position Data' on the work location tab, enter changes and then go back and click 'Use Position Data' on the work location tab. This will lock the fields.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

</td></tr>
<tr><td>15.</td><td>

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

</td></tr>
<tr><td>16.</td><td>

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

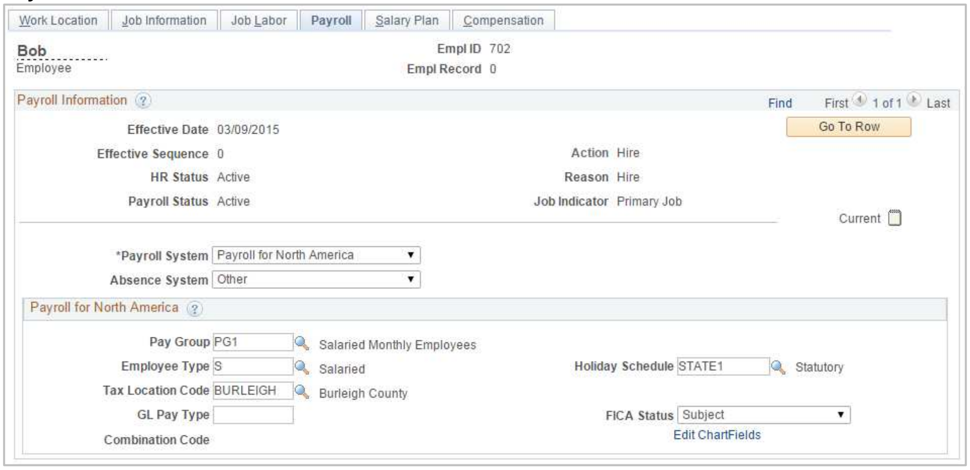


</td></tr>
<tr><td>17.</td><td>

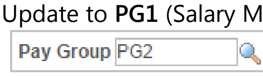
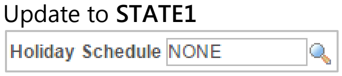
Click **Payroll** tab

</td></tr>
</table>

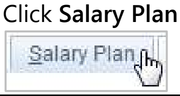
18. **Payroll**



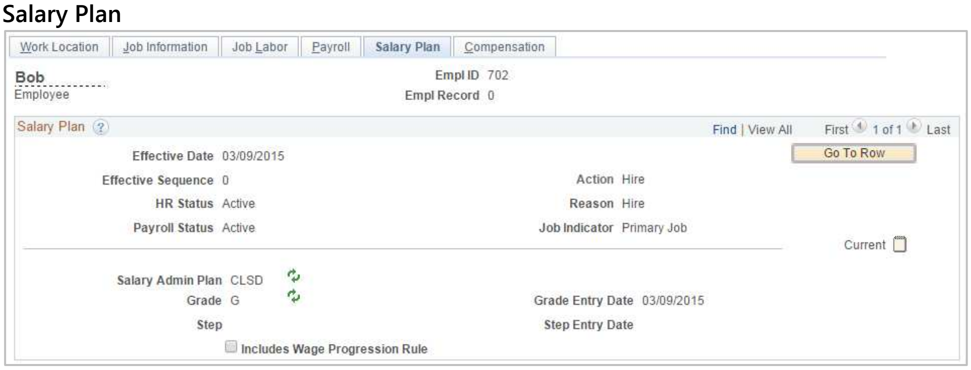
The following updates may need to be made in this tab:

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

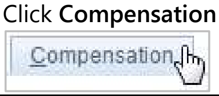


20. **Salary Plan**

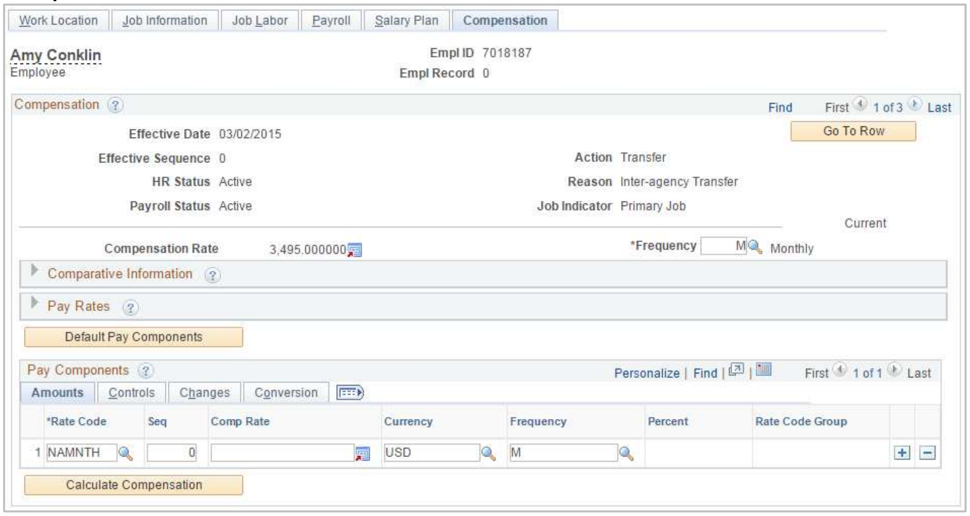


Confirm the defaulted values are accurate

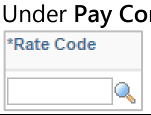
21. Click **Compensation** tab



22. **Compensation**

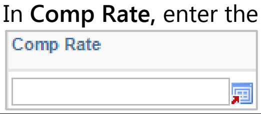


23. Under **Pay Components,** click on the look up next to **Rate Code**

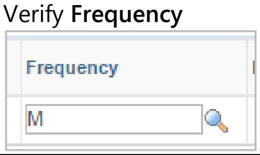


24. Use the look up and select the correct pay frequency; for example select **North American Monthly** for salaried employees.

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

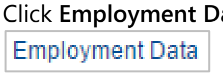


26. Verify **Frequency**



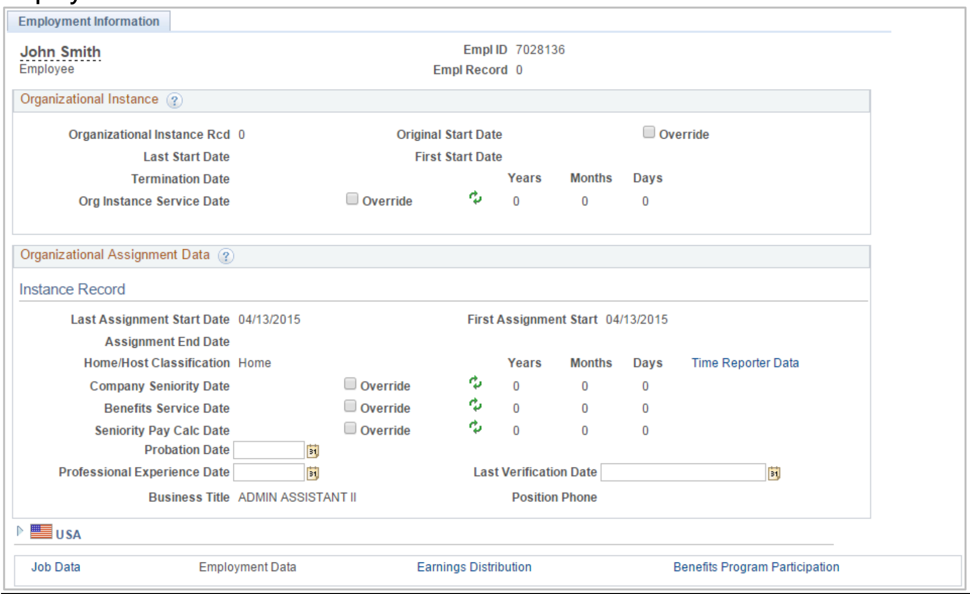
27. **Click Calculate Compensation**

28. Click **Employment Data** hyperlink



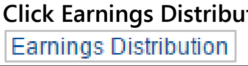
29.	**Employment Information**
30.	**Click Earnings Distribution** hyperlink

29. **Employment Information**

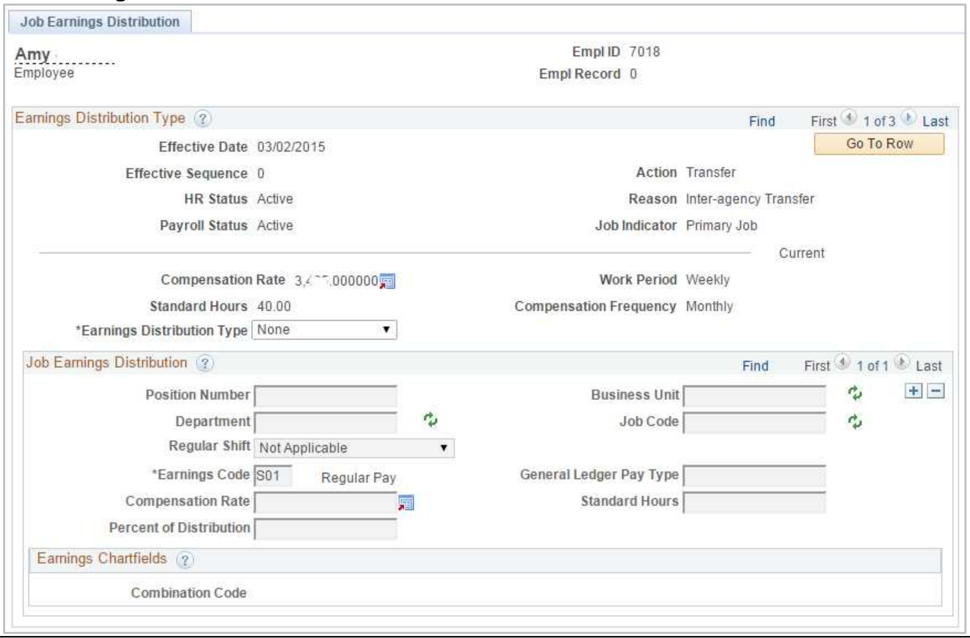


Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next 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



31. **Job Earning Distribution**



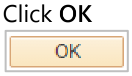
32. The following values should be filled by default:

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)**

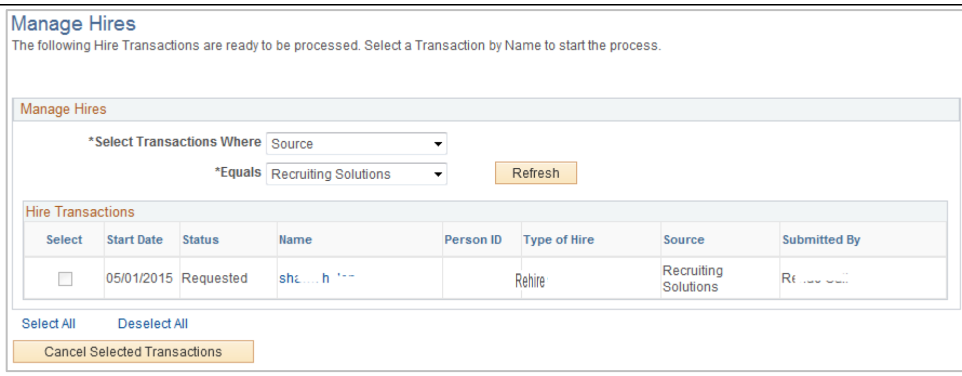
36. You have successfully completed Manage Hires on a new hire.
End of Procedure.

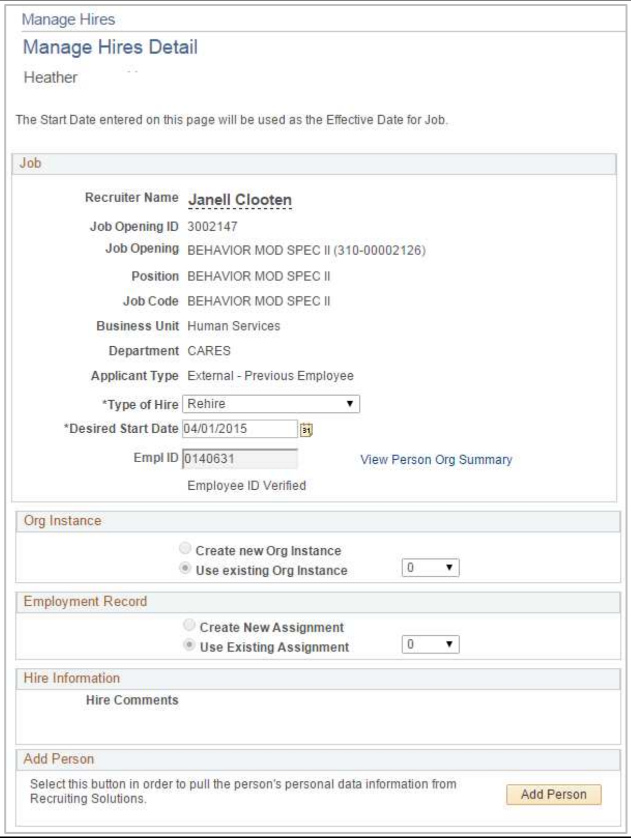
3.18.1 Manage Hires – Rehires

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.

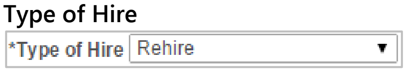
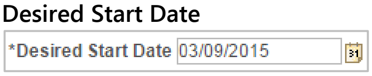
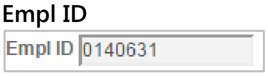
Manage Hires replaces the ND Hire process.

Procedures

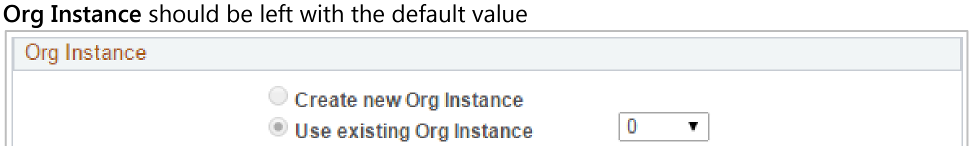
Step	Action
1.	Log into Peoplesoft using the link in the email Or… Log into PeopleSoft, click on **HR/Payroll, Main Menu** > **Workforce Administration** > **Personal Information** > **Manage Hires**
	
2.	By default, **Select Transactions Where** is set to **Source** and **Equals** is set to **Recruiting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



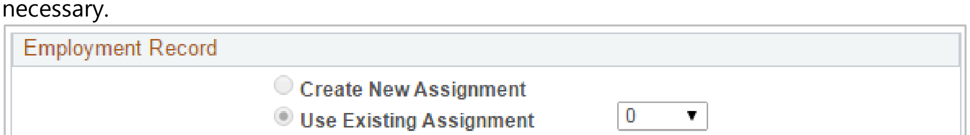
4. **Job** section contains information related to the position. Most data is static with a couple exceptions:

Type of 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 	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 	Because this is a rehire, the old Empl ID for the employee will be listed. This Empl ID will be reused.

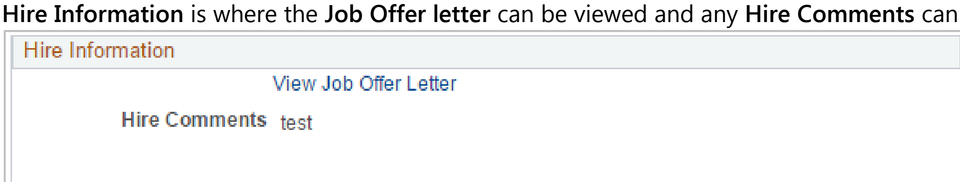
5. **Org Instance** should be left with the default value



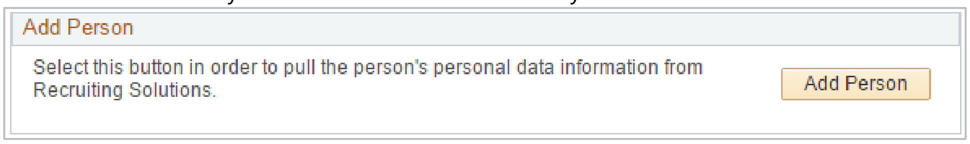
6. **Employment Record** is defaulted to **Use Existing Assignment** for rehires. You may update the record ID if necessary.



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

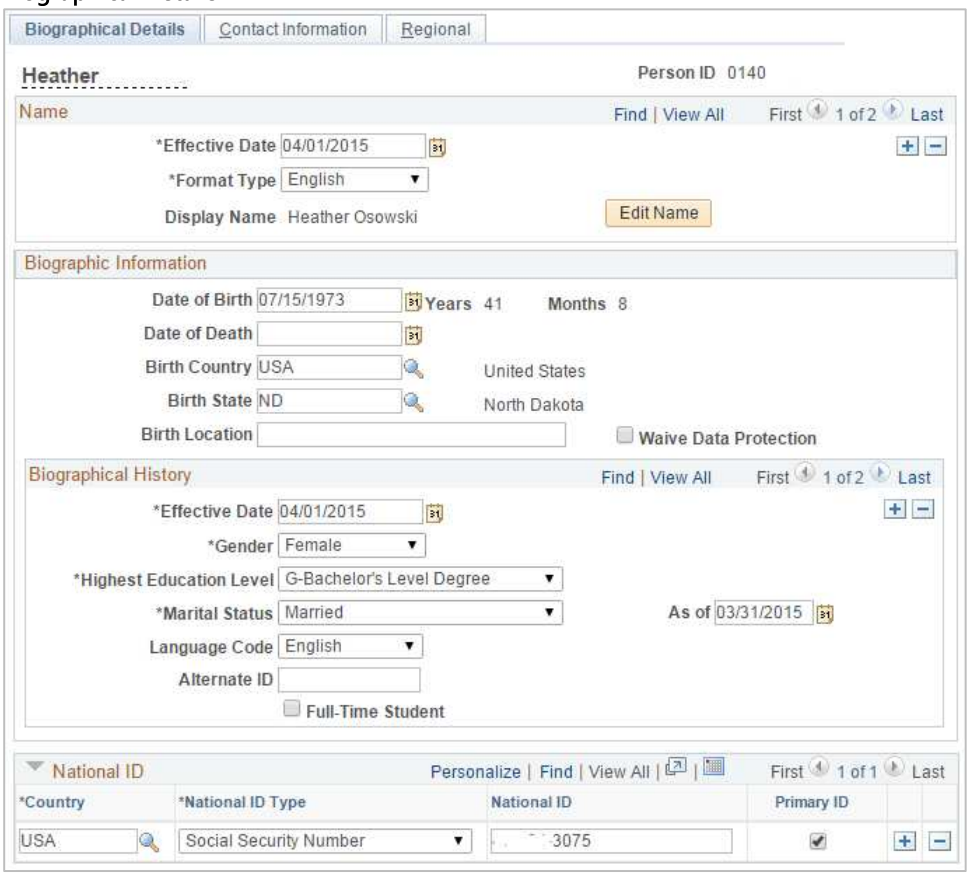


8. **Add Person** is where you add the candidate into the system



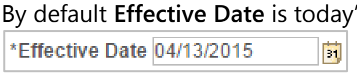
Click **Add Person**

9. **Biographical Details**

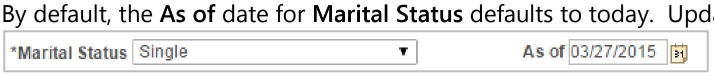


Biographical Details pulls the candidate's data from **Eligibility & Identity**.

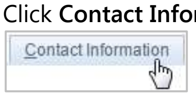
10. By default **Effective Date** is today's date. Update to correct value – cannot be future dated.



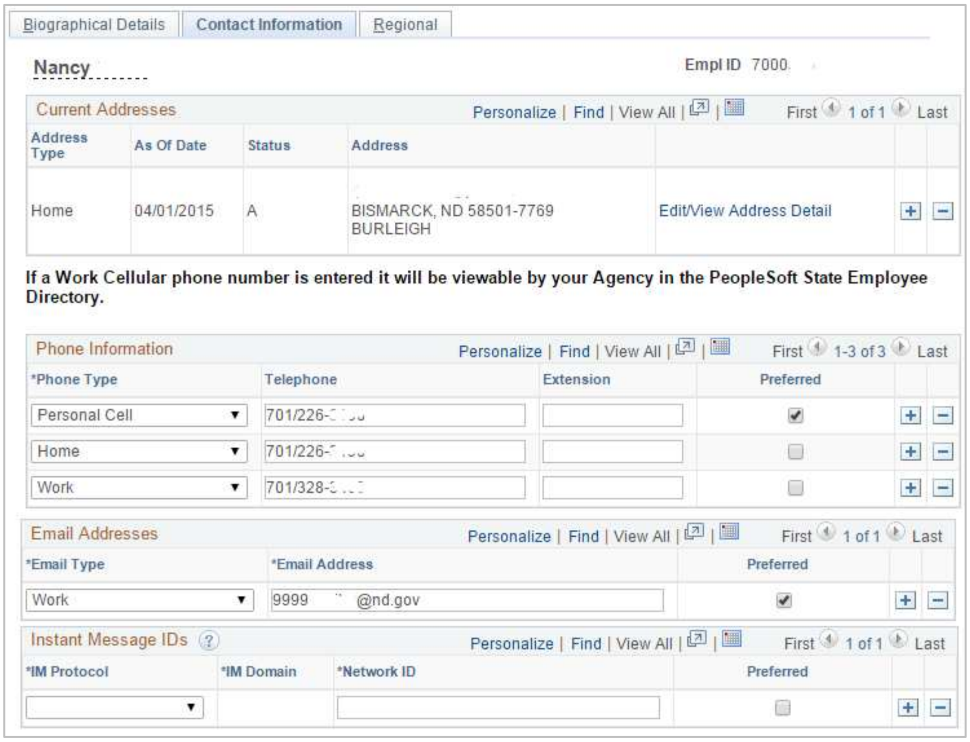
11. By default, the **As of** date for **Marital Status** defaults to today. Update to **Effective Date**



12. Click **Contact Information** tab



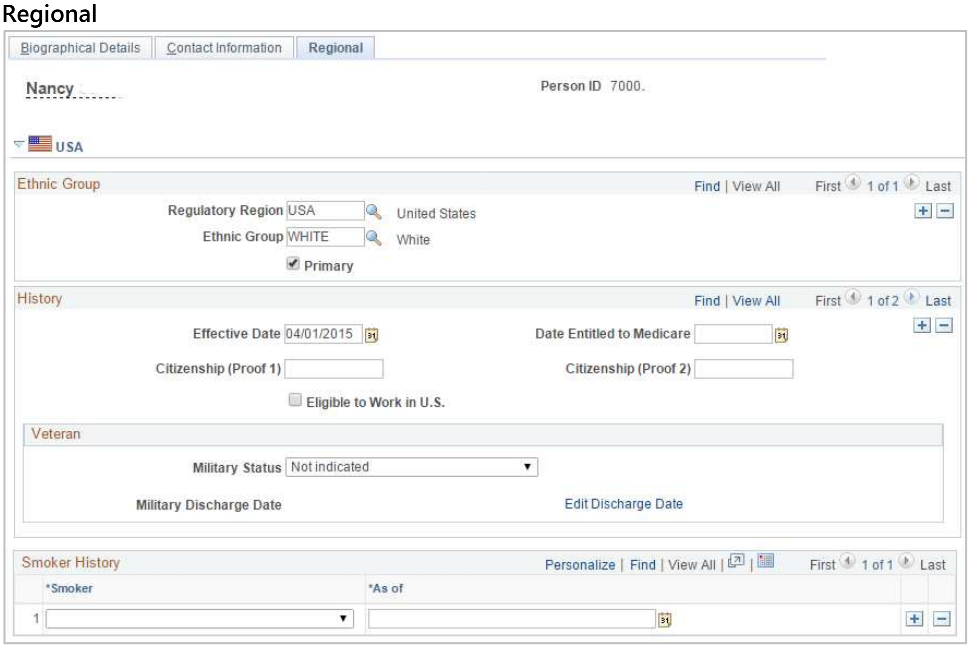
13. **Contact Information**



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

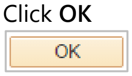
14. Click **Regional** tab

15. **Regional**



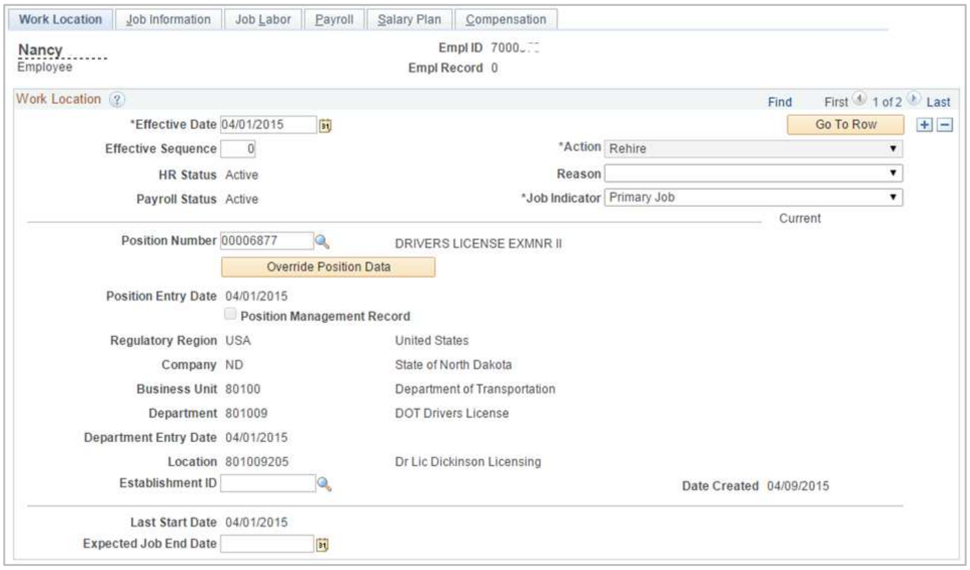
Regional pulls the candidate's data from **Eligibility & Identity**. All fields are updatable.

16. Click **OK**



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

18. **Work Location**



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

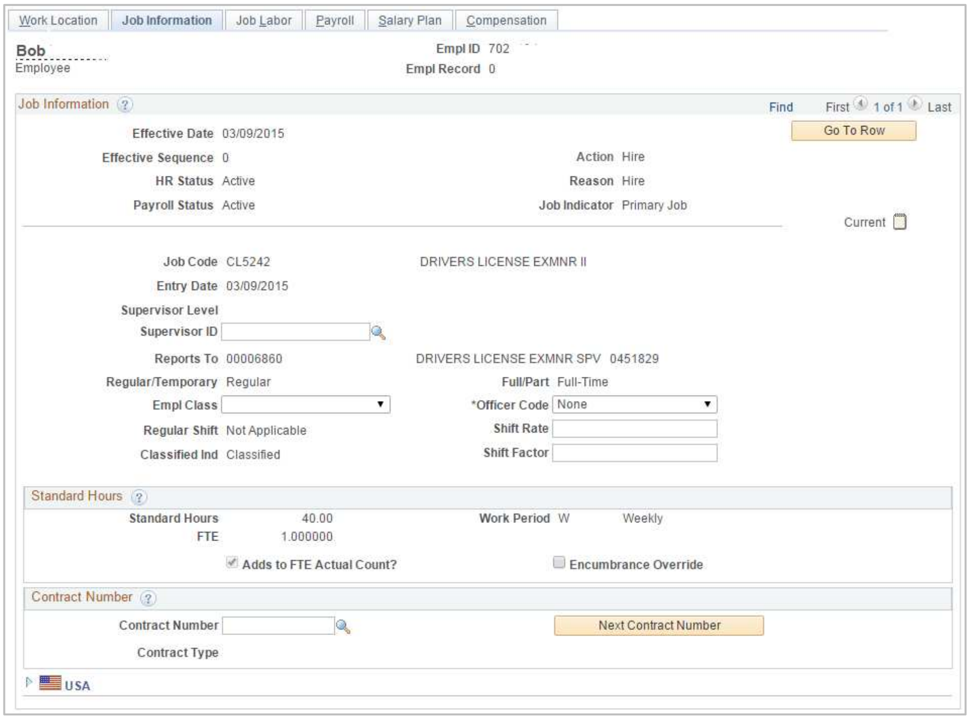
Reason code needs to update to **Rehire**

All other data needs to be confirmed for completeness

19. The following fields will automatically populate:

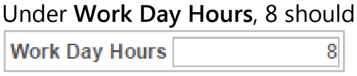
Field	Defaults to…
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs in (from Position Data)
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment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

20. Click **Job Information** tab

<table>
<tr><td>21.</td><td>Job Information


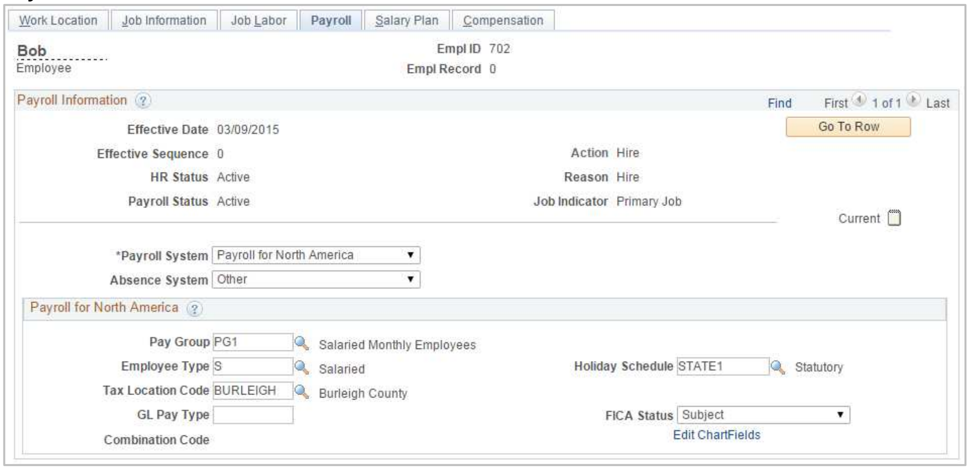
Job Information should have flowed over from the Job Opening.</td></tr>
<tr><td>22.</td><td>The following fields are automatically populated based on the Position Number info from Position Data:

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 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.
</td></tr>
<tr><td>23.</td><td>Click on USA To access Work Day Hours

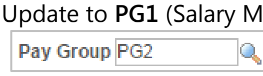
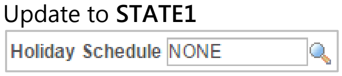
</td></tr>
<tr><td>24.</td><td>Under Work Day Hours, 8 should already be entered. If not, update.

</td></tr>
<tr><td>25.</td><td>Click Payroll tab

</td></tr>
</table>

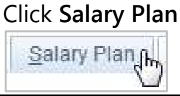
26. **Payroll**



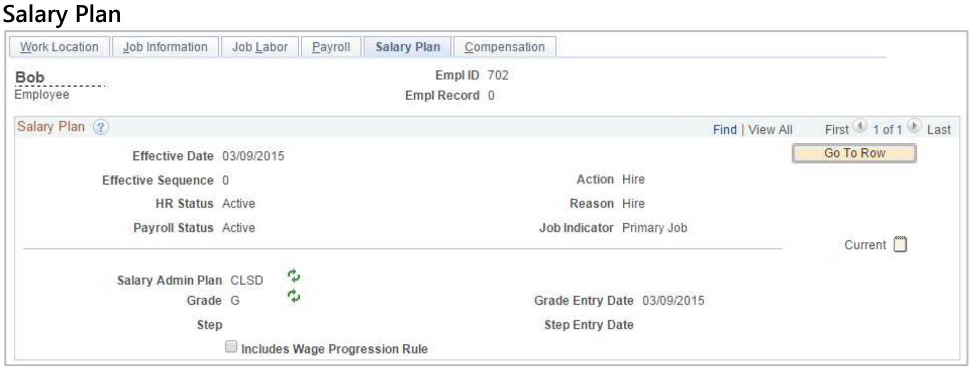
The following updates may need to be made in this tab:

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**



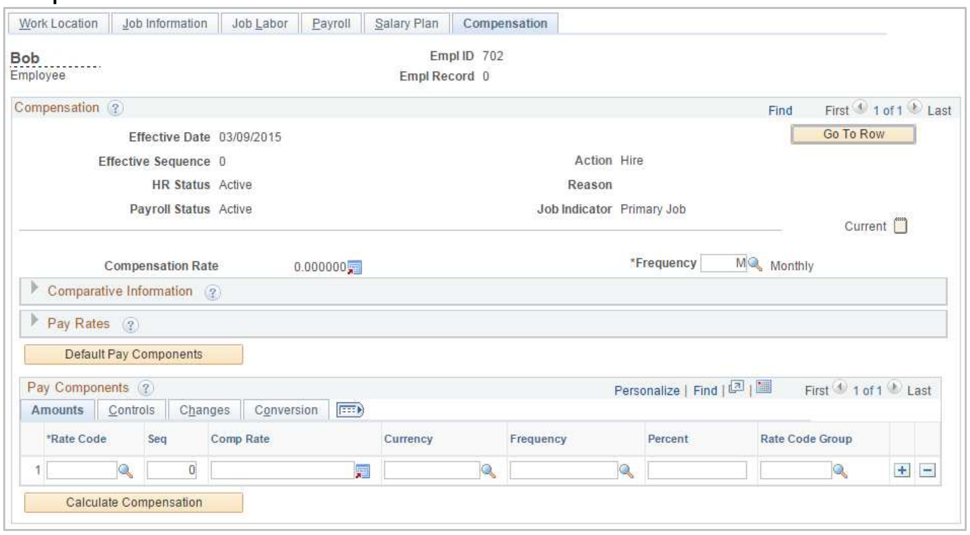
28. **Salary Plan**



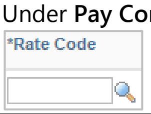
Confirm the following fields are accurate: **Salary Admin Plan** and **Grade**

29. Click **Compensation tab**

30. **Compensation**

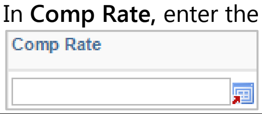


31. Under **Pay Components,** click on the look up next to **Rate Code**



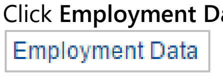
32. Use the look up and select the correct pay frequency; for example select **North American Monthly** for salaried employees.

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

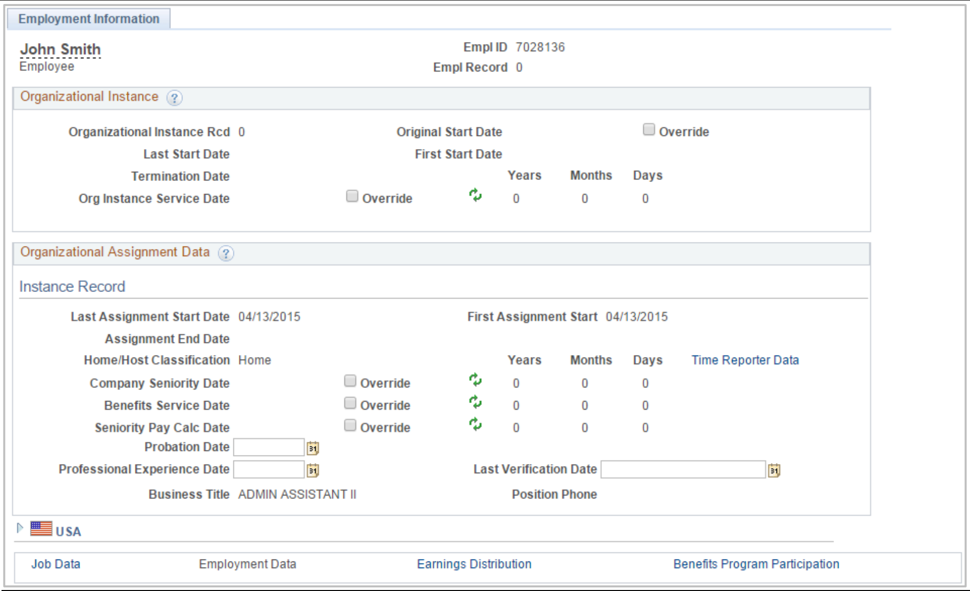


34. Click **Calculate Compensation**

35. Click **Employment Data** hyperlink



36. **Employment Information**

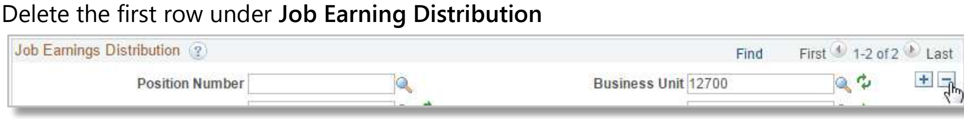


Field	Description
Company Seniority Date	Defaults to the hire date when the record is saved. The **Company Seniority Date** is the continuous service date and is used for service award recognition. Once the record is saved you can go back in and change this date by clicking on the Override button next 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**

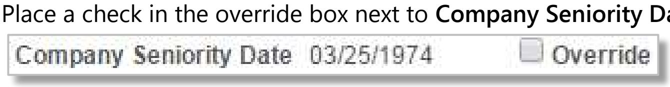
38. Add a new row under **Job Earnings Distribution**

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



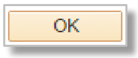
40. Click **Employment Data**

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



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.**