Temp/On-Call Hire, Rehire and Additional Assignment

Contents

Introduction

This new form is NOT one of the Adobe forms released when the HR/Payroll system went live. The Adobe forms are being gradually replaced with the new technology.

The form uses a wizard style approach, driven by HR/payroll system data. Based on information you enter about the person being hired, the form determines and presents the appropriate action: hire, rehire, or add an additional assignment. The form then guides you through the process, checking and validating to ensure that all information is correct before the form is submitted. Errors are identified at each step instead of at the end of the form. Upon final approval, the information is automatically entered into the HR/Payroll system.
The process is in two stages, each containing several steps, as shown in the table of contents.

Creating the Position

Creating a position is the first part of the process. Initiate the process by clicking on **Unit Administrator > Administrative Services > Temporary and On Call Employees: Hire/Rehire/Additional Assignment**.

You cannot save a position part way through and resume the process later.

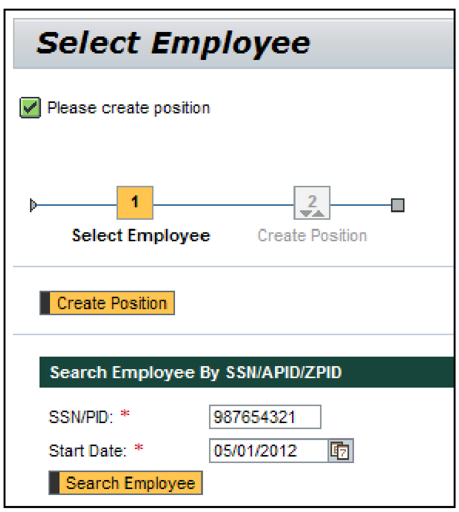
Search for Employee and Enter Start Date

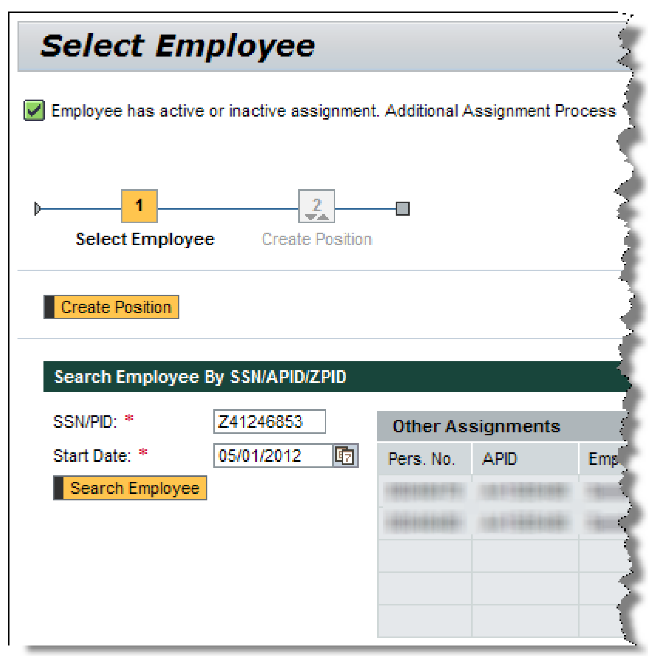
First the system determines the employment status of the person you wish to hire relative to the university. Different actions are taken depending on whether the person to be hired:

- Has never worked for the university. (Has no record in the HR/payroll system.)
- Has worked for the university in the past, but has a break in service.
- Is currently employed by the university.

When you click **Search Employee**, the system displays any information currently in the system about the person. It also determines the relevant status and action to take based on that information, as shown in the examples below.

In some cases, such as if an employee is already full time or already has the maximum number of positions allowed, an error may occur. If a red error occurs, do not proceed.





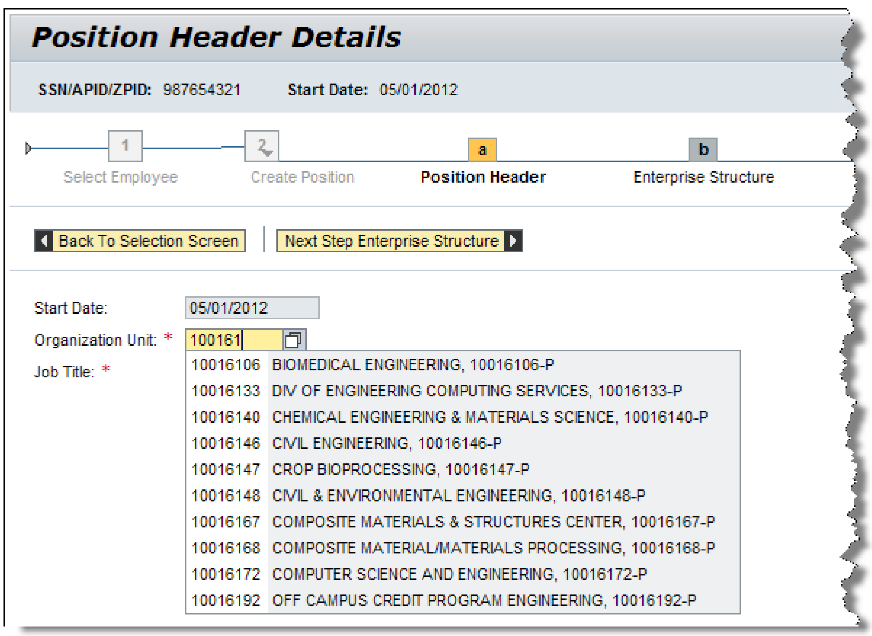
To search for an employee

1. In the SSN/PID box, enter one of the following:
   - The person's Social Security Number, without dashes.
   - The person's ZPID or APID, if known.
2. Enter the **Start Date** of employment.
3. Click the **Search Employee** button. The system displays search results and the appropriate action.
4. Click the **Create Position** button.

Note that when using Internet Explorer with a maximized screen, scroll bars do not always appear, cutting off the employee information. To remedy this and see all the information, minimize the window and then maximize it again.

Specify the Organization Unit and Job

When establishing the position you first identify the organization unit and the job title.



To enter the organization unit and job

1. Enter or look up the Organization Unit.
2. Enter or look up the Job Title.
3. Click the **Next Step Enterprise Structure** button.

Traditional temp/on-call jobs such as clerical aide, professional aide, etc., start with the numbers *200028*.

Select the Enterprise Structure

The Enterprise Structure describes the position. It is a combination of the following fields:

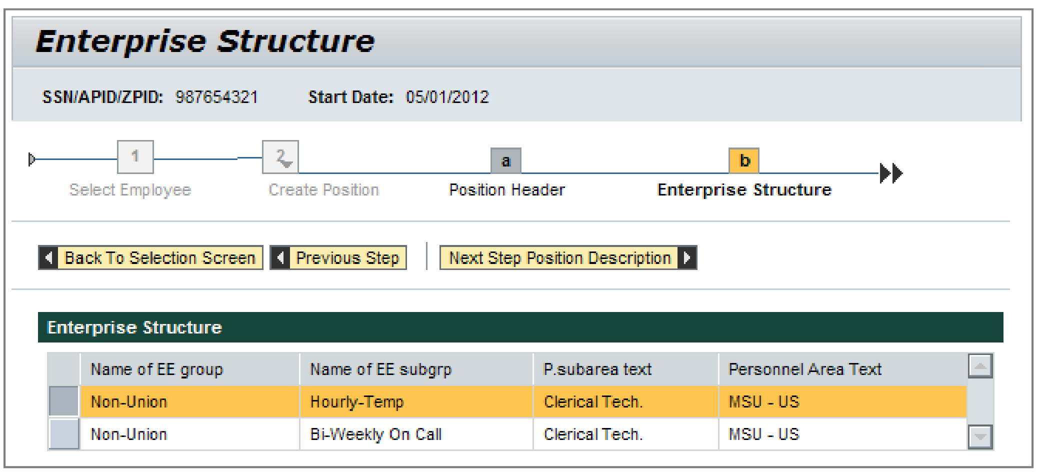
- **Employee Group**: Union, Non-Union, Non-Employee/No Pay.
- **Employee Subgroup**: A further breakdown of the Employee Group. Examples include Student, Hourly Temp, Executive management AN, No Pay, Academic Year Faculty.
- **Personnel Area**: MSU-US or MSU-Dubai.
- **Personnel Sub-area**: A further breakdown of the Personnel Area. Examples include: Service Maintenance, Clerical Technical, Nurses, Faculty/Academic Staff.

You must select an enterprise structure before continuing, even if there is only one available option. When choosing between on-call and temporary, the following definitions may help:

- **On-call employees** – work 19 hours per week or fewer and have no end date. There are exceptions, such as On-call Service/Maintenance workers.
- **Temporary employees** – work 20 hours per week or more over a limited time period based on job title and other factors.

To select the Enterprise Structure

1. Click the box to the left of the row.
2. Click the **Next Step Position Description** button.



Enter a Position Description

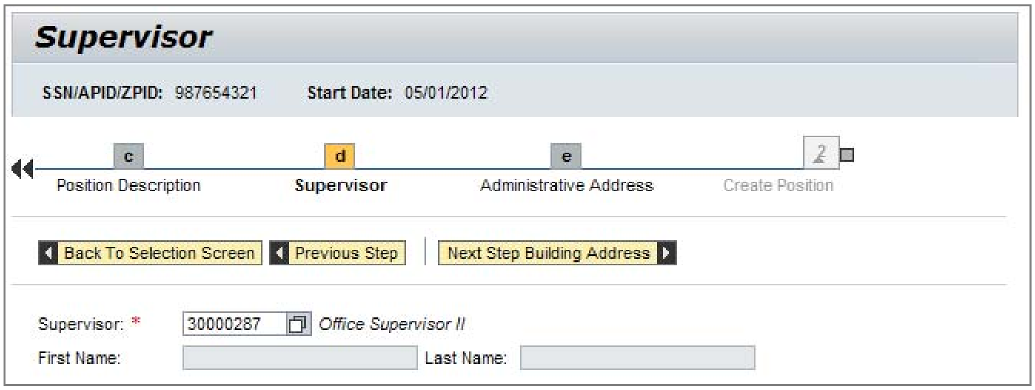
The Position Description describes the duties and responsibilities associated with the position.

To enter a Position Description

1. Enter text describing the position in the **Position Description** text box.
2. Click the **Next Step Supervisor** button.

Specify a Supervisor

While auto-complete is available for entering this information, you may find it more efficient to search for the supervisor by name or create a Personal Value List.



To search for a supervisor

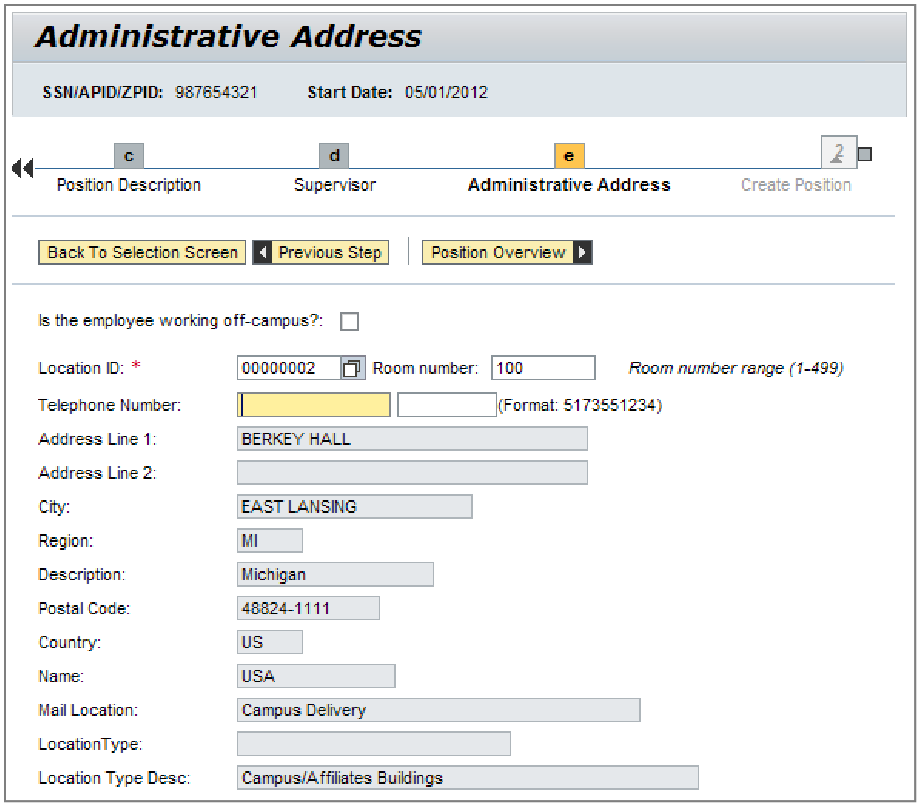
1. Click the **search**  button.
2. To change search options, select one of the following from **More Search Helps**:
    - **Occupied Positions by Name**, to search by a person's name.
    - **Occupied Positions by Org Unit**, to view a list of all occupied positions within an organizational unit.
3. Enter search criteria in the boxes provided, capitalizing names and using wildcards (*) where needed.
4. Click the **Start Search** button to view search results.
5. Select an option by clicking the box to the left of the row, then click the **OK** button.
6. Click the **Next Step Building Address** button.

Enter an Administrative Address

The Administrative Address is the location where employee business mail should be received. After creating the position you will have the opportunity to enter an actual (physical) work location. If the employee is working off-campus you will want to indicate this when creating the position.

To enter an Administrative Address

1. Specify the **Location ID**, either by entering the building number or looking up and selecting the building by name.
2. If necessary, press Enter to populate address information and see a range of valid room numbers.
3. Enter the room number (alpha characters are allowed), and the **Telephone Number**, if desired.
4. Click the **Position Overview** button.



If the employee is working off campus, select the check box indicating this and then select the off-campus location. An Administrative Address is still required. If the off-campus and Administrative Address are the same, select the same location in both fields.

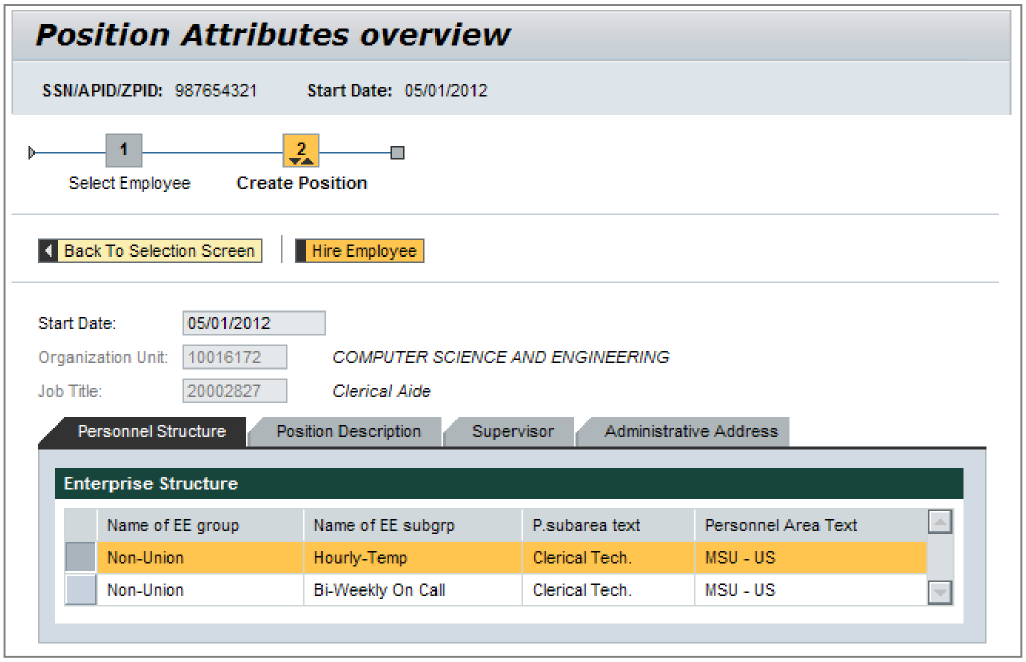
When entering the Location ID, it is not necessary to enter the preceding zeroes.

Position Attributes Overview

The last step in creating the position is the Position Attributes overview. Review the position information for accuracy, clicking the tabs to view each subject. You may change editable fields as needed.

Once you have determined the position is correct, click the button to proceed to the hiring stage. The button name displays the appropriate process:

- **Hire Employee**, if the person is new to the university.
- **Re-Hire Employee**, if the person was previously employed by the university but has had a break in service.
- **Add Assignment**, if the person is currently employed by the university.



The new form opens in a separate window. The form title reflects the process (Hire, Rehire, Add Assignment), Once this window is open, the position window may be closed at any time.

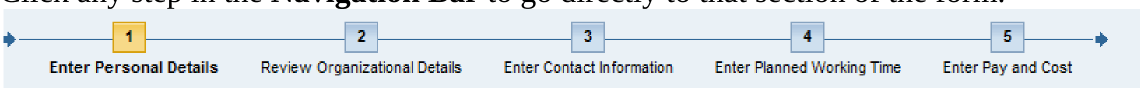
Placing the Employee in the Position

You move through the steps in the process using buttons at the top of the screen.

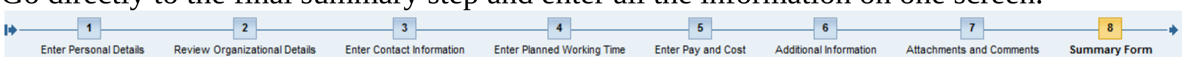
- Click the **Next** button to validate the information on the screen and advance to the next step. Any errors must be corrected before moving forward. Because options presented are based on information previously entered, you are less likely to encounter errors.
- Click the **Previous** button to go back to the previous screen.

You can also:

- Click any step in the **Navigation Bar** to go directly to that section of the form.



- Go directly to the final summary step and enter all the information on one screen.



However, these options bypass the validation that occurs when clicking the **Next** button. All validation occurs after you click the **Check** button and you receive all error messages in one long list.

Here are some additional tips for completing the form:

- Save a draft at any time by clicking the **Save Draft** button. The draft is not saved until you close the window.
- Use the Tab key on the keyboard to move from field to field.
- Where you see a **search**  button, you can press the F4 key to open the search window, rather than clicking on the button.

Personal Details

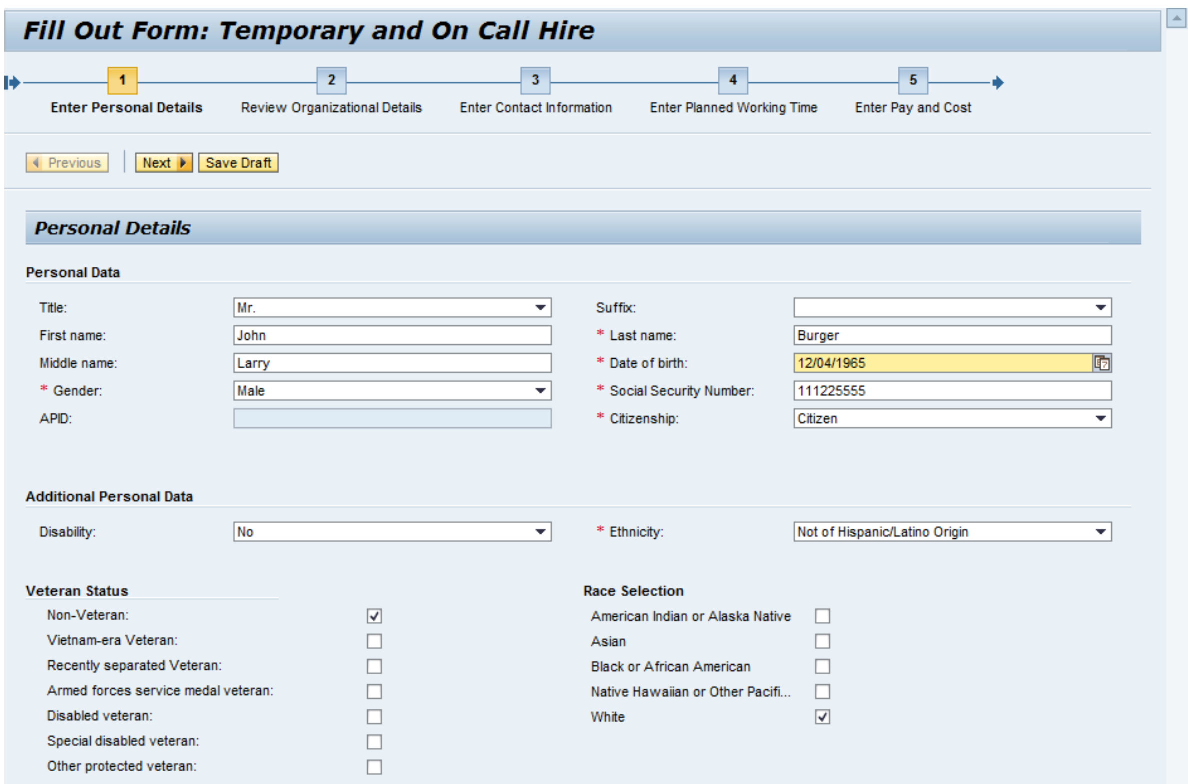
Personal Details are displayed for employees already in the HR/payroll system.

- If this is a re-hire, some fields – such as title, date of birth, and gender – are editable.
- If this is an additional assignment, the Personal Data fields are not editable.

For employees new to the university Personal Details fields are blank.

To enter Personal Details

1. Complete the Personal Details for the employee.
2. Click the **Next** button.



When you tab into a date field and type, the system automatically formats the field for you.

When you click in a date field containing slashes and type, the slashes may simply move to the right of the field. If this happens, delete the slashes to finish entering the date desired. You can also manually click and type between the slashes in the format MM/DD/YYYY, or click and drag to remove the slashes before typing.

Organizational Assignment

The position information shown here cannot be edited, other than the Primary Assignment End Date for temporary employees. If any information listed here is incorrect, you must start again from the beginning.

To change the Primary Assignment End Date

1. Change the **Primary Assignment End Date** if necessary.
2. Click the **Next** button.

Most on-call positions have a Primary Assignment End Date (PAED) of 12/31/9999. The primary assignment end date for on-call minors defaults to the day before the 18th birthday and is not editable.

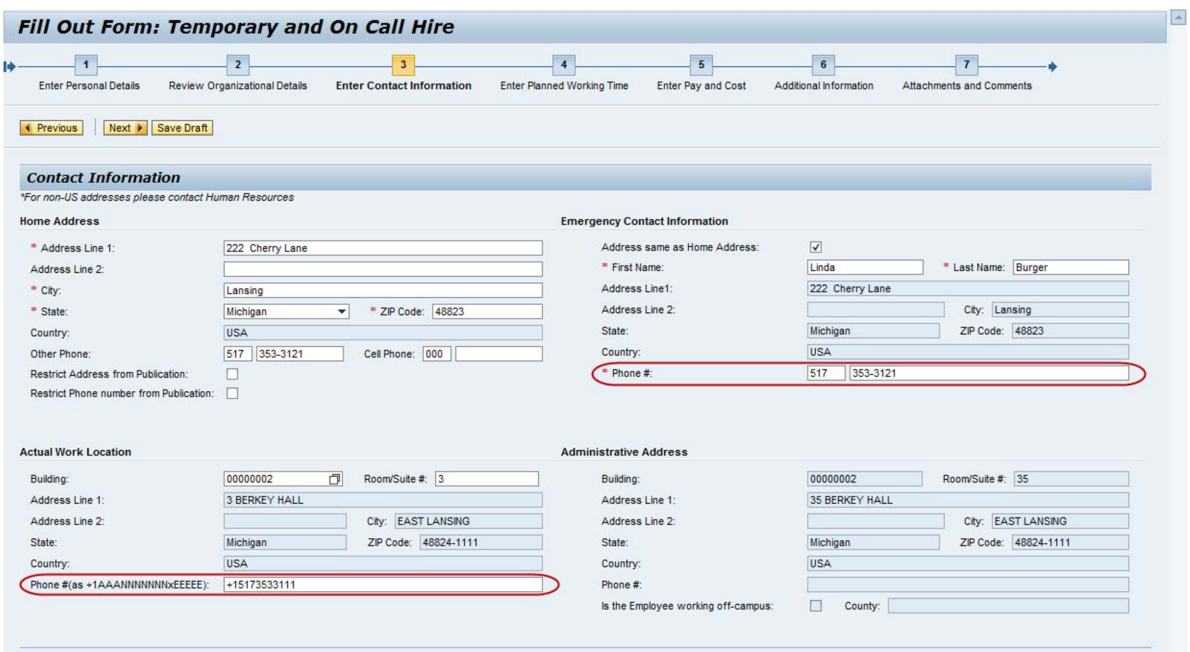
For temporary employees, the Primary Assignment End Date defaults to the last possible end date. You may change this date to an earlier end date, but not a later date.

Contact Information

For new hires and re-hires, Contact Information fields are blank. For additional assignments, only work contact information appears, and only the Actual Work Location fields are editable.

To enter contact information

1. Complete the employee's contact information.
2. Click the **Next button**.



For **Home Address phone numbers** and the **Emergency Contact Information phone number**, enter the area code in the smaller box and the rest of the phone number in the larger box.

For **Emergency Contact Information, First Name** and **Last Name** are required fields. If the emergency contact does not have a first name then enter "NA" for the first name and enter a comment indicating that the emergency contact does not have a first name. HR can make the appropriate adjustments when approving the form.

The **Actual Work Location phone number** must be entered in the format +1AAANNNNNNNxEEEEE (+15173533121x534), as follows. This format is required in order for data to be displayed correctly via the portal or through the data warehouse. This format is only required for the Actual Work Location phone number.

This text:	+1	AAA	NNNNNNN	xEEEEE
Is:	Always required	The area code	The phone number	The extension, if any
For example:	+1	517	3533121	x534

When selecting from a **State** drop-down list, pressing the first letter of the state (or territory) name cycles to the next state beginning with that letter. For example, pressing M the first time results in Maine, the second time in Maryland, and so on.

Planned Working Time

Planned Working Time includes the employee’s work schedule and employment percent.

To enter Planned Working Time

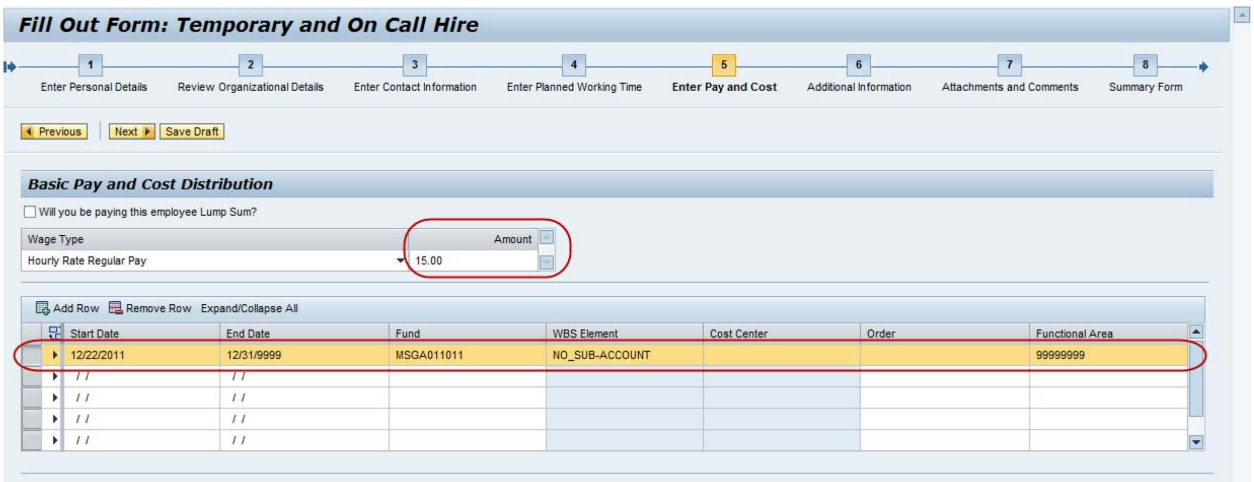
1. Select the appropriate **Work Schedule Rule** from the drop-down list.
2. Change the **Employment percent** if necessary.
3. Click the **Next** button.

Pay and Cost Distribution

At least one pay and cost distribution row must have an end date of 12/31/9999, even if the employee has an end date.

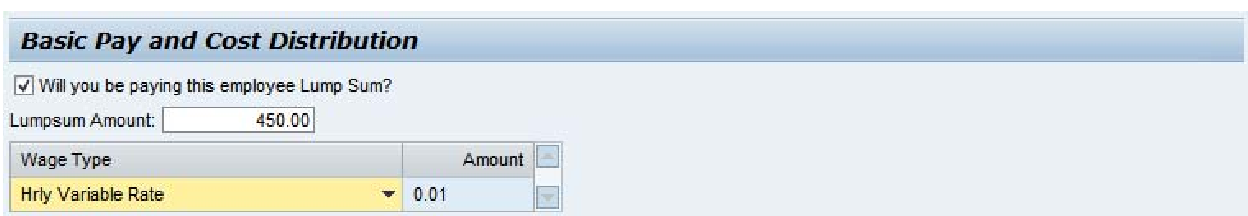
For employees paid an hourly rate

1. Enter the hourly rate in the box provided.
2. Enter permissible accounts.
3. Click the **Next** button.



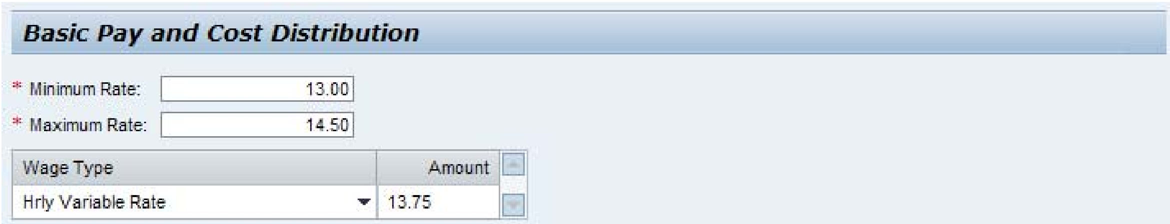
For employees paid a lump sum (project pay)

1. Check the box indicating the employee will be paid a lump sum. A **Lumpsum Amount** field appears, and the hourly rate is no longer editable.
2. Enter the lump sum amount in the box provided.
3. Enter permissible accounts.
4. Click the **Next** button.



For employees paid a variable rate

1. Enter the minimum and maximum rates in the boxes provided.
2. Enter the hourly rate in the box provided.
3. Enter permissible accounts.
4. Click the **Next** button.



If a WBS Element (sub-account) does not appear in a row after the account number is entered this means that there is more than one option for that account. If no sub-account is entered, WBS Element defaults to “No_Sub-Account.”

If you manually type the account number, press Enter after typing it to default the other required accounting information.

Additional Information

Depending on the answers to Additional Information questions, additional detail may be required.

To enter Additional Information

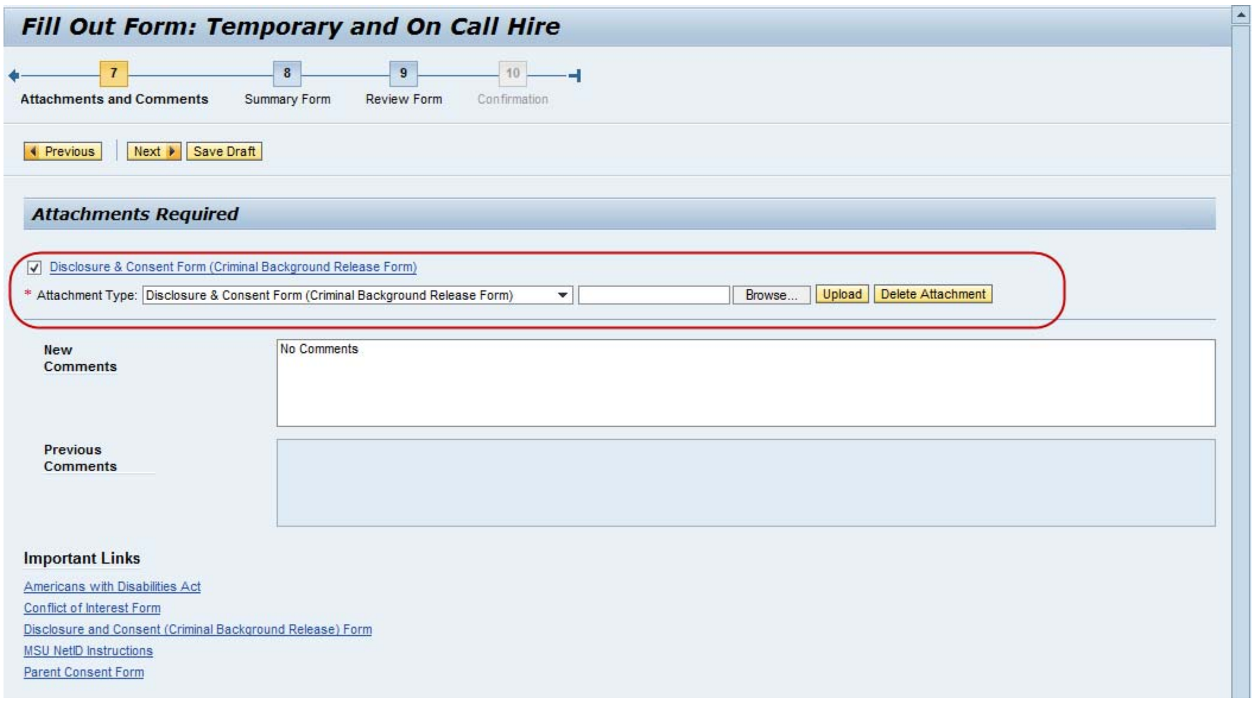
1. Answer each question.
2. If prompted, provide any requested additional detail.
3. Click the **Next** button.

Attachments and Comments

Required attachments are listed at the top with a checkbox next to each item required. Important Links at the bottom of the screen provide links to policies and procedures that may apply, and to forms that can be attached and submitted. Review this information as needed.

To enter comments and attach documents

1. Upload the required attachments indicated.
2. Enter any comments in the **New Comments** field.
3. Click the **Next** button.



To upload an attachment

1. Select the attachment being uploaded from the **Attachment Type** drop-down list.
2. Click the **Browse** button to locate and select the attachment.
3. Click the **Upload** button to attach the file.
4. If desired, check the box for the attachment.

Repeat this process for each additional attachment.

Summary Form

A summary of all information is displayed for final review and error checking. Review the completed form, making any needed changes to the information.

Click the **Check** button to have the system perform a final check of the information. Correct any remaining errors.

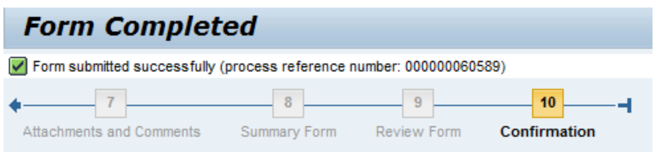
At this point you can generate a PDF by clicking the **Generate PDF** button. The PDF version of the form opens in a new window, and can be saved or printed.

As the form routes for approvals, approvers are able to view the form as a PDF by clicking the **Generate PDF** button.

Review Form and Confirmation

You are now ready to send the form for approval.

Click the **Send** button to route the completed form for approval. Upon successful submission, the HR/payroll system displays a process reference number.



Additional Information

- Reference guide General Instructions and Tips for New HR/Payroll Forms for information on the new forms, including more specifics on topics such as error messages, auto-complete and saving drafts.
- Quick guide Personal Value Lists, on how to create and use Personal Value Lists.
- Reference guide Employee Subgroup Details, for information on employee types, pay and quota information and pay areas for all employee subgroups.
- Reference guide Cost Distribution on Forms, for directions on completing the pay and cost distribution sections of forms.
- Reference guide Temp/On-Call Change of Status for information on completing the Change of Status form.