To enter the person’s job into the system:

- Click on Workforce Administration

- Click on Job Information folder from the drop down
- Click on Add Employment Instance
- Enter in the ID number for the person being hired.
- Click Add relationship

The system will assign the record # for this person.
On the Work Location tab, enter these fields:

- Effective date – remember to always use the first Sunday of a pay period
- Action – Hire
- Department #

Once the department ID is added and you have tabbed out, all departmental information will default in.

- Click the Job Information tab located within the job record (indicated by the 🌟)
- Enter in the Job Code and then tab out. The job title and standard hours default in.

- Click on the Payroll tab (indicated by the 🌟)
• Enter in the Pay Group (ICT for standard URI contracts)

After the pay group is entered and the field is tabbed out of, this message will appear

Click the Ok button and it will bring you back to the payroll tab.
Click on the Salary Plan tab (indicated by the ✽)

The Salary Admin Plan defaults in from the job code. Click the magnifying glass next to the grade/step to choose the correct grade/step for this job.

Click on the Compensation tab (indicated by the ✽)
Click the Default Pay Components to bring in the contract amount. Once you double check the amount is correct, click the Ok button.

Once the job is saved, the system will return to this panel.

Click the Job Information link on the Menu Bar and choose Job Data from the drop down.
Enter in the ID # and record # and click the Search button.
Once back in the job record, you will need to add a row to enter in the termination information.

In the upper right corner, click on the plus (+) button to add the row.
Notice there are now 2 rows and the date has defaulted in with today’s date.

Make the following changes:

- Effective date – this should be the first Sunday of a pay period
- Action – Termination
- Save

Now that the job is entered, the contract information must be entered or the employee will not be paid.
To enter in the contract:

- Click on the Job Information link on the Menu Bar
- Click on Contract Administration
- Click on Update Contract Pay N/A
Click **Add a New Value**

Check to make sure the Employee ID and record # are correct, and then click **Add**
Enter in the following fields:

- **Effective Date** – This should be the same as the Hire date on the job data
- **Contract Pay Type** – Standard URI Contract (once you tab out of this field, all payment information defaults in.
- **Contract Begin Date**
- **Contract End Date** – this should be the day before the end date of the job data.
- **Click Save**

End of hiring process.

Please make sure to send the following to Human Resources:

- **Appointment Letter**
- **I-9** – completed with supporting documents
- **Bar of Claims Form**
- **Drug Free Workplace Policy Acknowledgement form**