Hiring a Hourly Internal Employee

To enter the person’s job into the system:

- Click on Workforce Administration

- Under the Job Information folder, 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 # - all the department information will default in.

Click the Job Information tab located within the job record (indicated by the 🍀)
On the Job information tab:

- Enter in the Job Code and then tab out. The job title and standard hours default in.
- Adjust hours accordingly.
- Click on the Payroll tab (indicated by the 🌟 ).
On the Payroll tab:

- Enter in the Pay Group (INT for internal hourly employees)
- Click on the Salary Plan tab (indicated by the ⭐️)

On the Salary Plan tab, 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 ⭐️)
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- Click the Default Pay Components to bring in the hourly 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 time reporter data information must be entered or the employee will not be able to enter their hours.

Click on the Employment Data link located at the bottom of the job panel (indicated by the 🌟).
- Click on the Time Reporter Data link
On the Time and Labor Data panel, complete the following fields:

- Payable Time Start Date – Same date as the job hire date
- Effective Date – Same date as the job hire date
- Status – should be active
- Workgroup – INT HOURLY
- Taskgroup - PSNONCATSK – Commitment Accounting

The inactive row needs to be added in order for the time reporter data to work. To do this:

- Click on the plus (+) sign (indicated by the star).
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- Change the Effective Date to match the termination date on the job record
- Change the status to Inactive
- Click Ok.

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