PeopleSoft V9.1

Originating a Temporary (Non-Exempt)Template-Based Hire







From the PAWS Employee Portal (<u>https://paws.augusta.edu</u>), select the "All Apps" icon from the Quick Access Bar.

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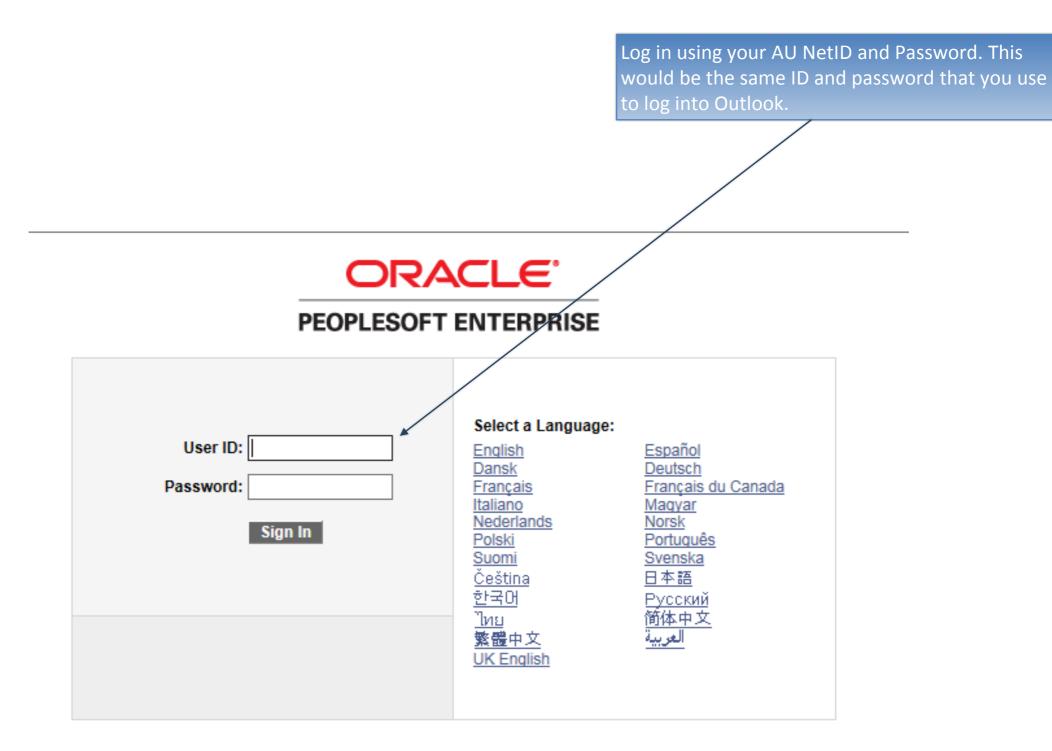




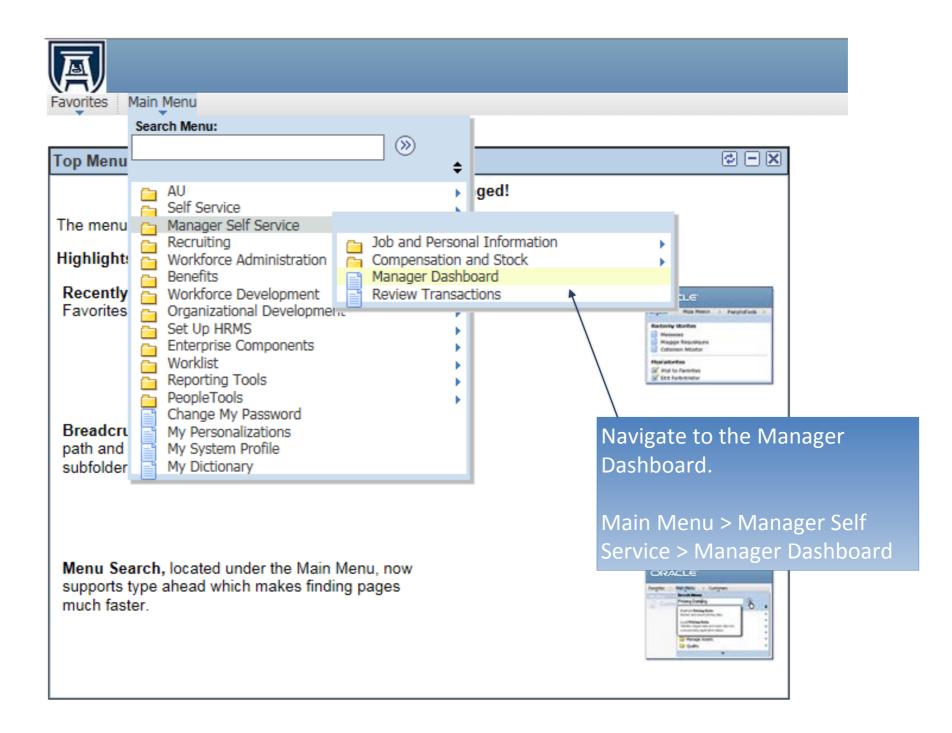
From the PAWS Employee Portal ALL Apps page, select PeopleSoft HRMS link. 📅 🕐 🛛 Sign In

link. م 2 Leadership Apps & Tools **Events** Policies Need Help? Departments News PAWS > pub > Apps_Tools Marketon 12 2 Street rep Action Congr mark PeopleFinder is on the home page of PAWS Model Die Tollie and Name Lond Name Health System Applications University Applications Enterprise Applications Ambulatory Dashboard ACGME Resident Case log Augusta University Brand Information Campus/USAMobility Paging Box (University wide) Attendance Tracking Crystal Enterprise Complete Annual Training & Compliance Attending Finder Crystal Reports Compliance Assist CarpoolConnections Echo360 (faculty use only) Conflicts of Interest Disclosure CDM Reference Effort Funding Profile Curriculog CDM Request Form eSproute (must use VPN or Ctrix Cyber Anatomy CERMe when off campus) Cyber Science 3D CIS Issue Log GoVIEW (CERM_PNUR) Desire2Learn GRU Alert Faculty List Online Citrix Portal Access Health eShop Greenblatt & Reese Libraries Citrix2 Portal Access (general site) JagCard HIPAA Disclosure Log Employment Opportunities JagStore HR Employee Information EP3 (Employee Patient Parking) (submit course materials) Outlook 365 Web Access Faculty List Online Policy Management System (Policy Tech) Lockshop MC Catering & Floor Stock Ordering OnCore Data Portal and Terrace Cafe Menu one45 Room and Event Scheduling PACT Security Authority (SA) Request for NetID GRMC Employee Self Service PeopleSoft Financials Security Authority Request for Application Access GRMC On Call (was MCG OnCall) PeopleSoft HRMS Submit a request to IT **GRMC OnCall Manual** Who is MY SA? Pounce GRMC Paging Pulse Workforce LEARN Online HIPAA Disclosure Log SoftServ The links below are for systems Informed Consent Forms Sponsored Programs that are NO LONGER USED.













Favorites Main Menu > Manager Self Service > Manager Dashboard

Manager Dashboard

Pending Approvals		¢ - X	My Job Openings
No approvals are pending at this time.			You are not assigned to any open jobs.
			Quick Links
Direct Line Reports		¢ - X	Allocate Compensation
Summary Job Details Contact	Personalize Find View All 🔄 🛗 Compensation Time 💷	1-10 of 59	Add Template-Based Hire
Name	Job Title	Position in Salary Range	AU Request Dist Change
			In the Quick Links portlet, select the
			"Add Template-Based Hire" option.





Template-Based Hire

Choose a template and select Continue enter a new person. The Hires to Process section lists people you have previously started to hire. Select the person's name hyperlink if you want to work with a Hire in Process. You have the option to delete people you do not intend to hire.

Add a New Person		Searcl
Select Template:	Continue	Look U
Hires in Process		LUOKO
You do not have any hires in progress.		Search View 100
Go To: <u>Template-Based Hire Status</u>		Template FACULT FACULT NPE PTNB-EX PTNB-NO RESIDEN RESIDEN RETIREE STUDEN STUDEN STUDEN STUDEN TEMP-NO
1.	Select appropriate "TEMP-NONEXEMPT" hire	temp

Look Up Select Template

Search by: Ter	mplate 🗸 🗸	begins with	
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Up Cancel Advanced Lookup

h Results

View 100	First III 4 45 -645 III Lost
view 100	First 💽 1-15 of 15 🕟 Last
Template	Description
FACULTY-PT	Faculty - Part-time
FACULTY-TEMP	Temporary Faculty
NPE	Non-Paid Affiliate
PTNB-EXEMPT	Regular, Part-Time Non-Benefit Eligible Ex Staff
PTNB-NONEXEMPT	Regular, Part-Time Non-Benefit Eligible NE Staff
RESIDENT	Resident
RESIDENT-PT	Resident - Non-Benefit Eligible
RETIREE-EXEMPT	Rehired Retiree - Exempt
RETIREE-NONEXEMPT	Rehired Retiree - Non-Exempt
STUDENT-CURS	Student CURS (CURS Students ONLY)
STUDENT-EXEMPT	Student - Exempt
STUDENT-NONEXEMPT	Student - Non-Exempt
STUDENT NONEXEMPT	Student Non-Exempt
TEMP-EXEMPT	Temporary Employee - Exempt
TEMP-NONEXEMPT	Temporary - Non-Exempt

olate.

2. Select "Continue"



X

? Help



Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

Template-Based Hire

Enter Hire Details

The following information is required before hiring, rehiring, adding, or renewing a Person.

Hire Details		
Template:	Temporary - Non-Exempt	Continue
Organizational Relationship:	Employee	
Country:	United States	
Category Code:	Temporary Employee	
Empl ID:	NEW	
*Job Effective Date:	12/15/2016	
Action:	Hire	
Reason Code:	Temporary Assignment	
Cancel		

* Required Field

Enter the Job Effective Date for the hire.

Select "Continue"



Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone	Personal Information Job Info	ormation Benefit Information		
Hire Template Information				
Template:	Temporary - Non-Exempt	Effective	Date: 12/15/	2016
Employee Information				
Employee Information Primary Name - English				
	×			
Name Prefix:	`	1		
*First Name:		_		
Middle Name:				
*Last Name:]		
Name Suffix:	~			
Person Address 01 - Unit	tod States			
	Home			
Address Type:	Home	1		
*Address Line 1:]		
Address Line 2:]		
Address Line 3:				
*City:		*State:		Q
*Postal Code:		*County:		
Person Phone Number 0	4			
Phone Type:	Main	Dhana Estanaian		
Telephone:		Phone Extension:		
Person Phone Number 0	2			
Phone Type:	Campus			
*Telephone:		Phone Extension:		
Comments				
Comments				<u>[</u>]

You will need to complete all data fields that have an asterisk (*). On the "Name, Address, Phone" tab, please include the following information:

- First Name
- Last Name
- Address Line 1
- City
- State
- Postal Code
- County
- Campus Telephone

Upon data entry completion on this page, select the "Personal Information" tab.



On the Personal Information tab, please complete the following information (*):

- Date of Birth
- Gender
- Highest Level of Education
- Marital Status
- Social Security Number

You will not populate Citizenship or the Date Entitled to Medicare.

Once you have entered the required fields, select the Job Information tab.

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Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone	Personal Information	Job Information	Benefit Information		
Hire Template Information					
Template:	Temporary - Non-Exem	pt	Effective	Date:	12/15/2016
Employee Information					
Birth Information					
*Date of Birth:	31				
Person Gender					
*Gender:	Unknown	~			
Person Education Level					
*Highest Education Leve	el: A	Q			
Person Marital Status					
*Marital Status:	Unknown	~	Marital Status Date:		Ħ
Person National ID United	States				
*Social Security Number	r:				
Diversity - United States					
Regulatory Region:	USA	Q	Ethnic Group:		Q
	Primary Indicator for	Multiple			
Personal Data - United St	ates				
	Eligible to Work in U.	S.	Military Status:		~
Citizenship (Proof 1):			Citizenship (Proof 2):		
Date Entitled to Medicare	:				
Comments					
Comments					<u>[</u> 2]





Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Name, Address, Phone	Personal Information	Job Information	Benefit Information		
Hire Template Information					
Template:	Temporary - Non-Exem	npt	Effective I	Date:	12/15/2016
Frankrige Information					
Employee Information	-4				
Position Data - United Sta	ates				
*Position Number:	Q				
Work Location - Job Field	is				
Location Code:	120	Q			
Job - Payroll Information					
*Pay Group:	B08	٩	FICA Status-Employee:	Subject	~
Job Compensation - Pay	Components				
Compensation Rate:			Compensation Frequenc	y: H	
Comments					
Comments					<u>[</u> 2]
Edit Hire Details					
Save and Submit	Save for Later	Cancel			

On the Job Information tab, enter the following information:

- Position Number
- Location Code (120)
- Compensation Rate

Once completed, select the "Benefits Data tab.



You are not required to enter data on the "Benefits Data" page, however you must "Save and Submit" the request via this page.

Note: The comments section is available on each page. You may select the "Save for Later" button if you need to return to the transaction at a later time prior to submitting.

Select "Save and Submit" to submit this transaction to Humar Resources. A

Favorites Main Menu > Manager Self Service > Job and Personal Information > Add Template-Based Hire

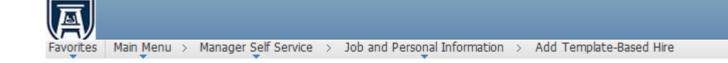
Template-Based Hire

Enter Employee Information

Enter the following employee or contingent worker information. If you cannot enter all of the person's information select Save for Later.

Hire Template Information			
Template:	Temporary - Non-Exempt	Effective Date:	12/15/2016
Employee Information			
Benefit Program - Benefit I	Record Number		
Benefit Record Number:			
Benefit Program - Benefit	Status		
Benefits System:	Benefits Administration	Benefits Employee Status: Active	
Annual Benefits Base			
Rate:			
Benefit Program - Ben Adr	nin Eligibility		
Eligibility Config Field 1:	NOB		
Benefit Program - Particip	ation		
Benefit Program:	NOB		
Comments			
Comments			2
Edit Hire Details			
Save and Submit	Save for Later Cancel		





Template-Based Hire

Submit Confirmation

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The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go To the Template-Based Hire Status page to review the status of this person.

OK

You have successfully submitted a Temporary Non-Exempt Template-Based Hire

