PeopleSoft
Absence Management/Time & Labor
Checklist for New Hires, Transfers, and Rehires

Absence Management:

**Job Data:**  (Navigation: Workforce Administration> Job Information> Job Data)

- When doing a New Hire in Job Data make sure
  - Absence Management is picked for the Absence System
  - The Absence Management System section is filled in
  - Choose the correct Holiday Schedule

- Once OMB does the rehire or transfer in Job Data, Verify the information on Payroll
  - Absence Management is picked for the Absence System
  - The Absence Management System section is filled in
  - Choose the correct Holiday Schedule
  - And make any changes necessary or email OMB for corrections.
**Assign Work Schedule:** Make sure to add the work schedule after you are done with the hire process. (Navigation: Manager Self Service>Time Management>Manage Schedules>Assign Work Schedule)

- Under Assignment Method choose Select Predefined Schedule
- Schedule Group is STATE
- For Schedule ID, do a look up to find the correct schedule for the employee
Time & Labor:

Time Reporter: An Employee needs to be enrolled in Time Reporter for them to have access to the timesheet.

- **New Hires** (Navigation: Workforce Administration> Personal Information> Manage Hires)
  - Go to Employment Data link at the bottom of the page
  - Click on Time Reporter Data

- **Transfers and Rehires** (Navigation: Time and Labor>Enroll Time Reporters> Maintain Time Reporter Data)
  - Update information by adding a new row with effective date to transfer or rehire date
  - Once the employee is enrolled in Time Reporter there is an overnight process that runs that will give the employee access to the timesheet on the Employee Page/Hub