

HRMS/PAYROLL FORM
JOB DATA FOR NEW EMPLOYEES
STATE OF NORTH DAKOTA SFN 13090

THIS FORM IS CURRENTLY FOR NEW HIRES AND REHIRES ONLY. THE SYSTEM-GENERATED PAF FORM WILL BE USED FOR ALL OTHER CHANGES.

Employee Name: Last, First, M.I.

Work Location

Empl Id#: The identification number for rehired employees as previously assigned by the computer. For new employees, please record here the number assigned after inputting and saving your data.

Empl Rec#: This is **zero** for the employees primary job and consecutively numbered for each secondary job.

Effective Date: The date the employee is hired or rehired by your agency.

Effective Sequence: Use this number to track multiple actions that occur on the same day. The default value is zero, the correct number for new employees, and then numbered consecutively for each additional action on this effective date.

Job Indicator: Indicate whether this is the employee's **Primary** or **Secondary** job.

Action: Select the action requiring you to create this record. This will be either **Hire**, if this is a new employee to the State, or **Rehire**, if the employee has been employed by the State before (any agency).

Reason: Use the reason code **Hire** for the action of Hire and **Rehire** for the action of Rehire.

Position #: The position number this employee will be in.

Pos. Entry Date: The date the employee will take this position.

Company: Always **ND**

Business Unit: This is a 5-digit number made up of your agency's 3-digit number with 00 on the end.

Dept #: This is the 3-digit number of the division that the employee is in. If your agency does not have separate division numbers it is the 3-digit agency number.

Dept. Entry Date: The date that this employee entered this department within the agency.

Location: The physical location where this employee will be working.

Job Information

Job Code: This information should be tied to the Position Number entered on the first screen. For future reference, you can copy this number from the screen to the form.

Entry Date: Indicates the date the employee begins work in this job code.

Planned Exit Date: If you know at the time of hire when this employee will be done you can enter the date here. This can be used for information only, if the accompanying box (End Job Automatically) is checked no.

End Job Automatically: (**DO NOT ENTER A YES OR NO AT THIS TIME WITHOUT CONTACTING OMB FIRST.**) If this box is checked yes you will need to have the termination documents completed. Please note that “yes,” will automatically terminate this employee on the planned exit date.

Reg/Temp: Check the employment type that applies to this employee.

Full/Part: Check the option that applies to this employee.

Std Hours: Enter the standard hours per week that this employee will work. A full-time employee will have 40 hours for their standard hours.

Work Period: This is always **W** for weekly.

FTE%: This percentage is defaulted and based on the standard hours per week.

FLSA Status: Check whichever category applies to this employee.

EEO Class: This will be system-generated.

Workday Hrs: Take the standard hours per week divided by the amount of workdays in the work period. Ex. 40 hours divided by 5 days is 8 hours per day.

Payroll

Pay Group: This is either **PG1** (salaried employees), **PG2** (hourly employees), or **MJ1** (multiple job employees). Multiple Job employees are employees who are employed by more than one agency or are in more than one position number within the same agency.

Holiday Schedule: This is either **State 1** if the employee receives holiday pay or **None** if the employee does not receive any holiday pay.

Employee Type: Check either **hourly** or **salaried**.

Tax Location Code: This is the work county. There will be a drop down list to pick the appropriate county.

FICA Status: Check which option applies to this employee. Most employees will be subject.

Salary Plan

Salary Admin. Plan: This is a four-letter code for:

- Classified - **CLSD** or
- Unclassified - **UNCL**

Grade: This is the grade number that this position is classified as.

Grade Entry Date: This is the date this employee entered this grade.

Step: Enter the step in the grade if your agency uses steps within each grade.

Step Entry Date: This is the date this employee entered this step of the grade.

Compensation

Comp Rate Frequency: This is a one-letter code. The State of ND will be using the following pay frequencies:

H – Hourly M – Monthly

Choose the frequency code in which the employee’s compensation is quoted.

Rate Code: The most commonly used rate codes are **NAMNTH** for monthly salaried employees and **NAHRLY** for hourly employees. See the following list for more options the State of ND will be using:

BRD1	Board Member Pay 46.88/Day	JDG2	Judge Pay 413.01/Day
BRD2	Board Member Pay 50/Day	LEG1	Legislative Session 125/Day
BRD3	Board Member Pay 62.50/Day	LEG2	Legislative Session 130/Day
BRD4	Board Member Pay 65/Day	LEG3	Legislative Session 135/Day
BRD5	Board Member Pay 75/Day	LEG4	Leg Temp Emp Daily Rate
BRD6	Board Member Pay 100/Day	LEGIS	Legislators Monthly Pay
BRD7	Board Member Pay 105/Day	NAHRLY	Default NA Hourly
BRD8	Board Member Pay 162.50/Day	NAMNTH	North American Monthly
BRD9	Board Member Pay 10/Day	ONCLL1	On Call Pay
BRD10	Board Member Pay 45/Day	ONCLL2	On Call Pay
BRD11	Board Member Pay 60/Day	SHFTH1	Shift Differential Hourly
BRD12	Board Member Pay 67.50/Day	SHFTH2	Shift Differential Hourly
BRD13	Board Member Pay 111/Day	SHFTW1	Shift Weekend Hourly
HRLY1	Additional Hourly Rate	SHFTW2	Shift Weekend Hourly
JDG1	Judge Pay 377.80/Day		

There are 2 rate codes for judges' daily pay, on call, shift differential, and shift weekend hourly for employees who are paid more than one hourly rate for this type of pay. There is also an HRLY1 rate for those employees that may have more than one hourly rate (NAHRLY is used for the first rate and HRLY1 for the second rate).

Sequence: Not used at this time; leave blank.

Comp Rate: Enter the hourly or monthly salary, whichever is applicable.

Currency: Always use "USD".

Frequency: This is defaulted in according to the rate code.

Employment Information

Company Seniority Date: Based on the date you enter here, the system calculates the total years, months, and days of service for an employee for service awards.

Benefits Service Date: Enter the date that should be used for the employee's leave accrual. The Seniority and Service Dates default to the date of hire when a new hire is saved. *The service date should always be set to the first day of the month to increment and accrue leave properly.*

Probation Date: This field is optional. You may enter the date the employee is scheduled to come off probation.

Business Title: Enter the employee's title.

Work Phone: Enter the employee's work telephone number.

Earnings Distribution

The earnings distribution page is where you record the earnings code for which the employee's base pay is to be paid.

The earnings code for the PG1 pay group for salaried employees is defaulted to earnings code S01 for regular earnings. If the employee is to receive temporary earnings, this earnings code needs to be recorded on the form and entered into Peoplesoft as S02 for temporary earnings.

The earnings code for the PG2 pay group for hourly employees is defaulted to earnings code S02 for temporary earnings. If the employee is to receive regular earnings, this earnings code needs to be recorded on the form and entered into Peoplesoft as S01 for regular earnings.

If the defaulted information is correct, you only need to verify the earnings code on this page in PeopleSoft. If the earnings code needs to be changed, you need to complete the form as follows:

Earnings Distribution Type: If the earn code needs to be changed then you will enter "by percentage" in this box.

Earn Code: Enter S01 for regular earnings, S02 for temporary earnings, and S03 for board member pay.

Distribution %: This will always be 100% if a change is to be made.

This will ensure that your employee's salary for hour base pay is paid using the correct earnings code.

Designated Medical Provider

Effective Date: The date the designated medical provider selected will be effective for the new employee, which is usually the hire date.

Provider: You may select a provider from the provided list or type the name of the provider if the employee has chosen a provider not listed.

Altrue Occupational Health
Medcenter One Occupational Health Clinic
Merit Care Occupational Health
Trinity Occupational Health

Worker's Compensation

Effective Date: The date the worker's compensation code selected will be effective for the new employee, which is usually the hire date.

Workers Compensation Code and Percentage: Enter the rate class for this employee and the percentage of wages that corresponds to this rate. Each position may be broken into two Workers Compensation Codes. The total percentage for each position must equal 100%.

Account/Budget Table

Effective Date: The date the new accounting codes will be effective.

Account: This is the general ledger account and can be left blank.

Dept: Enter the general ledger DeptID (formerly known as cost center).

Project/Grant: Enter the Project ID if applicable.

Fund: Enter the fund to charge.

Class: Enter your 3-digit appropriation number and the 2-digit appropriation line.

Operating Unit: Enter your 3-digit appropriation number.

Account Code: Enter the account/combination code to be used based on the above information (do a search on the system to determine which code to use.)

Budget Amount/Dist %: (Informational) Enter either the total amount to be charged to this account code during the budget period (fiscal year) or the percentage of that employee's salary to be charged to that account code.

Pay Type Description: Enter the type of pay to be charged to this account code (e.g., regular earnings, shift differential, overtime, etc.). If all types of earning and expenses are to be charged to this account code, leave blank.

Repeat the above entries until 100% of the salary is distributed.