

HR/Payroll Checklist for Hiring a Multiple Job Employee already employed by your Agency

This checklist highlights the Menu Items, Components, and Pages necessary for basic initial processing. The checklists focus on the most common general situations.

Add Employment Instance is used when the employee you are hiring is already employed by your agency and will be active in two or more positions on the Peoplesoft payroll system.

This Checklist should be used when your new employee is already employed by your agency and will be active in two or more positions on Peoplesoft.

Once you have verified that the employee will be active in another position within your agency you will need to add additional assignment.

Coming in from Recruit Solutions –

HR/Payroll Page > Payroll Administrator Tile > Add/Update Position Info

- Review/Update 'Reports To' (for new employee's position)

HR/Payroll Page > Payroll Administrator Tile > Hire/Update Employee Process > Manage Hires (REVIEW/UPDATE ALL INFORMATION)

Make sure Manage Hires page is on 'Hire' and Empl Record should be anything but '0'

Manage Hires
Manage Hires Detail

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name	
Job Opening ID	
Job Opening	Senior Bridge Inspector
Position	SENIOR BRIDGE INSPECTOR
Job Code	TRANSPORTATION SENIOR MGR
Business Unit	Department of Transportation
Department	DOT Bridge Division
Applicant Type	Internal - Employee
*Type of Hire	Hire
*Desired Start Date	01/27/2020
Empl ID	
Employee ID Verified	

[View Person Org Summary](#)

Org Instance

<input checked="" type="radio"/> Create new Org Instance	2
<input type="radio"/> Use existing Org Instance	

Employment Record

<input checked="" type="radio"/> Create New Assignment	2
<input type="radio"/> Use Existing Assignment	

Modify a Person-from 'Add Person' button on Manage Hires page

- ❑ Name – **make sure it matches social security card**
- ❑ Biographical Details – Name, Information, History & National ID
 - **National ID - make sure it matches social security card**
- ❑ Address (Address Type should be "Home" and Status "A")
- ❑ Phone Information
- ❑ Email Addresses
- ❑ Ethnic Group & Veteran

Job Data-from 'Add Job' button on Manage Hires page

- ❑ Work Location
- ❑ Job Information
- ❑ Job Labor (Not Used)
- ❑ Payroll
- ❑ Salary Plan
- ❑ Compensation

Employment Data

- ❑ Employment Information
- ❑ Time Reporter Data

Earnings Distribution

- ❑ Job Earnings Distribution

Benefits Program Participation

- ❑ Benefits Program Participation (Review)

Click 'OK'

Hiring outside of Recruit Solutions - Add Employment Instance:

HR: (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Data>Add Employment Instance)

- Enter the employee's EmplID
- Empl Rcd Nbr
(The system will assign this when you tab out of the EmplID)
- Click on the Add Button

The screenshot shows a web form titled "Add Employment Instance". Underneath the title is a tabbed interface with one tab labeled "Add a New Value". The form contains two input fields: "EmplID:" followed by a text box and a magnifying glass icon, and "Empl Rcd Nbr:" followed by a text box containing the number "0". At the bottom of the form is a yellow "Add" button.

Add Employment Instance (work location tab):

- Change the effective date to the hire date
 - Effective sequence of 0
 - Action of Hire
 - Reason of HIR
 - Job Indicator will default to Primary Job and it should be **Secondary Job**
-
- Verify the information on
 - Work Location
 - Job Information
 - Payroll
 - Salary Plan
 - Compensation
 - Earnings Distribution

The screenshot shows the 'Work Location' tab with various fields for employee information. Key fields include:

- HR Status: Active
- Payroll Status: Active
- Effective Date: 04/15/2006
- Sequence: 0
- Action / Reason: Hire
- Job Indicator: Primary Job
- Position Number: 00000182
- Position Entry Date: 04/15/2006
- Company: ND
- Business Unit: 11000
- Department: 110
- Location: 11000

Make any necessary changes.

The paygroup for a multiple job employee will always be MJ1.

The Benefit Record Number on the Benefit Program Participation page will default to match the Empl Rcd number and should be left as that.

After you have saved this data click on the Employment Data Page.

The Company Seniority Date:
This will default to the hire date of this position.

The Benefits Service Date:
This will default to the hire date and you should change it to the first of the month of the hire.
You may do this by clicking the override box, changing the date, and clicking on save.

The screenshot shows the 'Employment Information' tab with the following details:

- Organizational Instance:** Original Start Date: 04/15/2006, First Start Date: 04/15/2006.
- Organizational Assignment Data:**
 - Company Seniority Date: 04/15/2006
 - Benefits Service Date: 04/01/2006

Other areas that need completing after Hire in Job Data:

The other HR pages that should be completed for this employee are the Workers' Compensation page (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Data > Workers' Compensation) and the Designated Medical Provider (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Data > Designated Medical Provider).

The rest of the HR pages (Personal Data, Emergency Contact, and Driver's License Data) should not be changed since this information should be maintained by the agency that employs Empl Rcd 0. The Payroll page for Direct Deposit should not be changed either since the agency that employs Empl Rcd 0 also maintains this record. It is very important to inform the employee that his direct deposit information must remain the same for both positions.

The other Payroll pages (Employee Tax Distribution, Employee Tax Data, and General Deduction Data (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Data > Tax Information or General Deductions) should not be changed since this information should be maintained by the agency that employs Empl Rcd 0. Benefits and deductions are taken on the primary job of each company for whichever benefits and deductions the employee is eligible for.

Please notify either OMB or the other Agency that employs this person and have them move this employee to the MJ1 Paygroup.

Commitment Accounting: (Navigation: HR/Payroll Page>Payroll Administrator Tile>Hire/Update Employee Data>Department Budget Table USA)

Department Budget Table - *All employees must have a department budget table. If the hire is a permanent employee filling a previously existing position, the table may already be set up, but ensure the established combination code is correct for that employee*

BENEFITS

HR/Payroll Page > ND PERS Benefits Administrator Tile

- Once the new hire is entered in PeopleSoft an overnight process will run to PERS Link and will create the new employee in PERS.
- Have your new employee sign into PERS Link and enroll in Benefits.
- Once the employee enrolls, run your benefits enrollment report. The process will run again overnight and load the new benefits into PeopleSoft for you.
- Go to Current Benefits Summary in PeopleSoft and check to ensure that the employee has been enrolled in all applicable benefit programs.
- Once a paycalc has run go to **Payroll Administrator Tile > Review Payroll Data > Review Paycheck** and double check that all looks correct.