HR/Payroll Checklist for Hiring a Multiple Job Employee already employed by another State 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 another 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 another 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 for another State Agency within the Peoplesoft system you will need to add an employment instance.

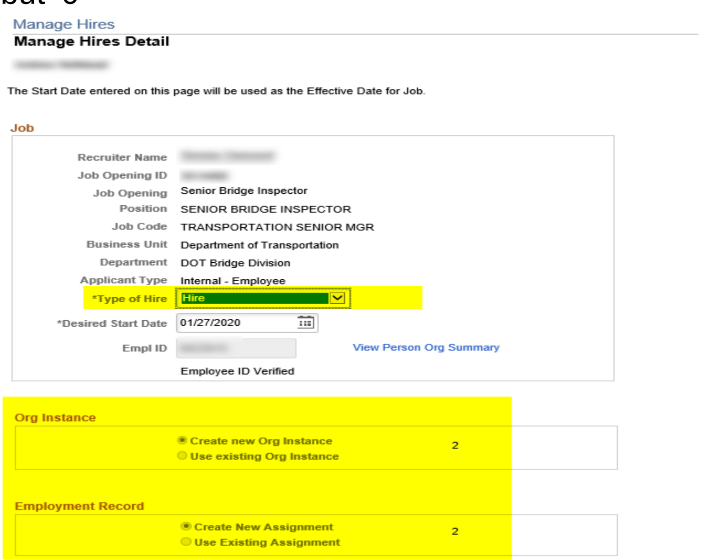
Coming in from Recruit Solutions:

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 (<u>REVIEW/UPDATE</u> ALL INFORMATION)

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



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

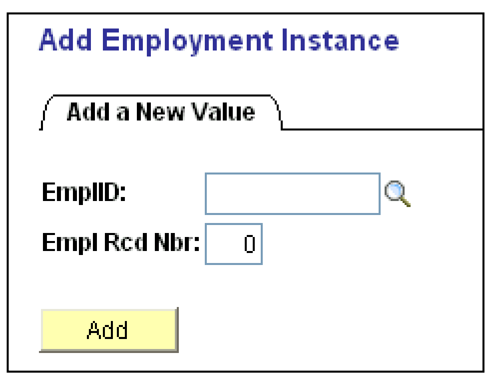
- Benefits Program Participation (Review)

Click 'OK'

If you are not hiring through 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

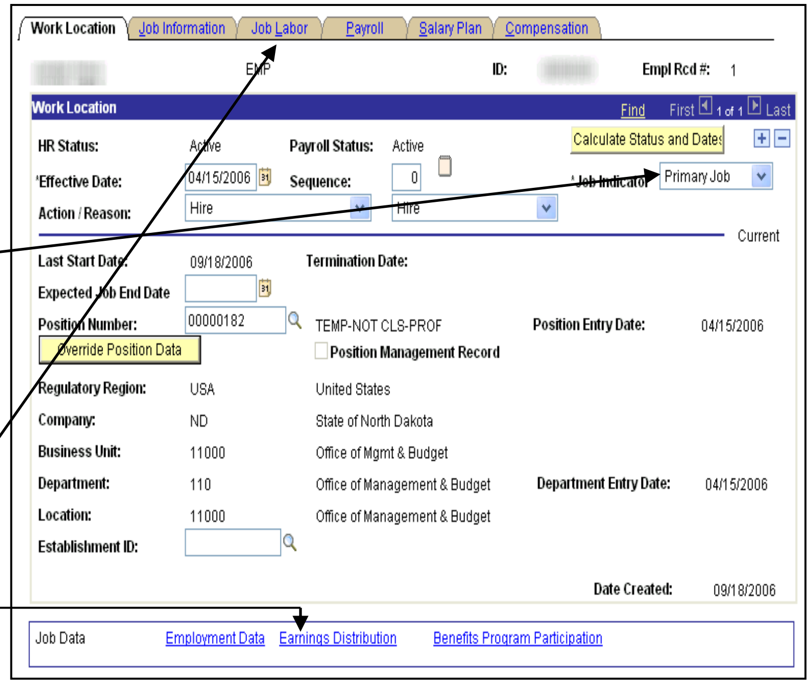


Add Employment Instance (work location tab):

- 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

Make any necessary changes.



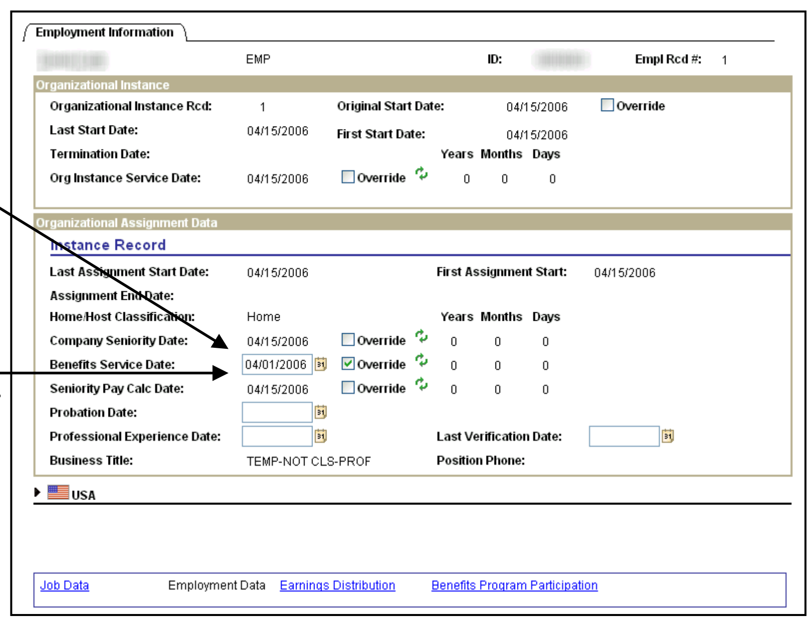
The paygroup for a multiple job employee will always be MJ1.

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 over ride box, changing the date, and clicking on save.



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.