

# ND NEW HIRE

## 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**)

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'

## NOTE EMPLOYEE ID

Job Data - Employment Data

- ❑ Employment Information (check that benefits service date is first of month)

## HR/Payroll Page> Payroll Administrator Tile > Hire/Update Employee Process > ACA Employee Eligibility

- ❑ ACA Employee Eligibility

## HR/Payroll Page> Payroll Administrator Tile > Hire/Update Employee Process > Workers' Compensation

- ❑ Workers' Compensation

**HR/Payroll Page > Payroll Administrator Tile > Hire/Update Employee Process > Emergency Contact**

- ❑ Contact Address/Phone
- ❑ Other Phone Number

**Designated Medical Provider**

- ❑ Designated Medical Provider

**PAYROLL**

**HR/Payroll Page > Payroll Administrator Tile > Hire/Update Employee Process >**

- ❑ **Request Direct Deposit**
- ❑ **Update Employee Tax Data** – add a new row (Federal) update Fed & State
- ❑ **Create General Deductions**

**COMMITMENT ACCOUNTING**

**HR/Payroll Page > Payroll Administrator Tile > Hire/Update Employee Process > Department Budget Table USA**

**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.