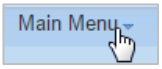
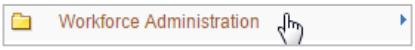
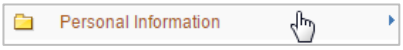
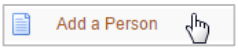
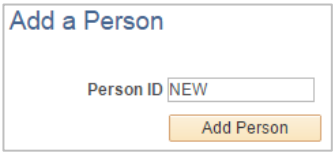
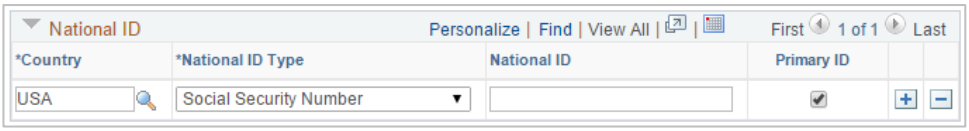
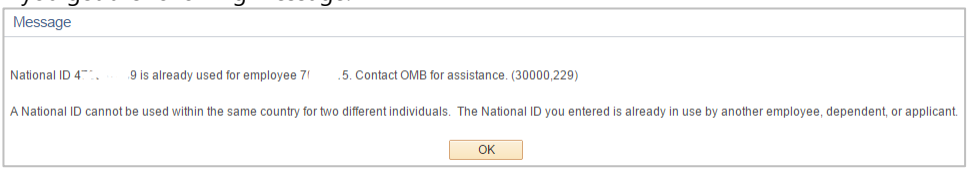
1.1 Add a Person

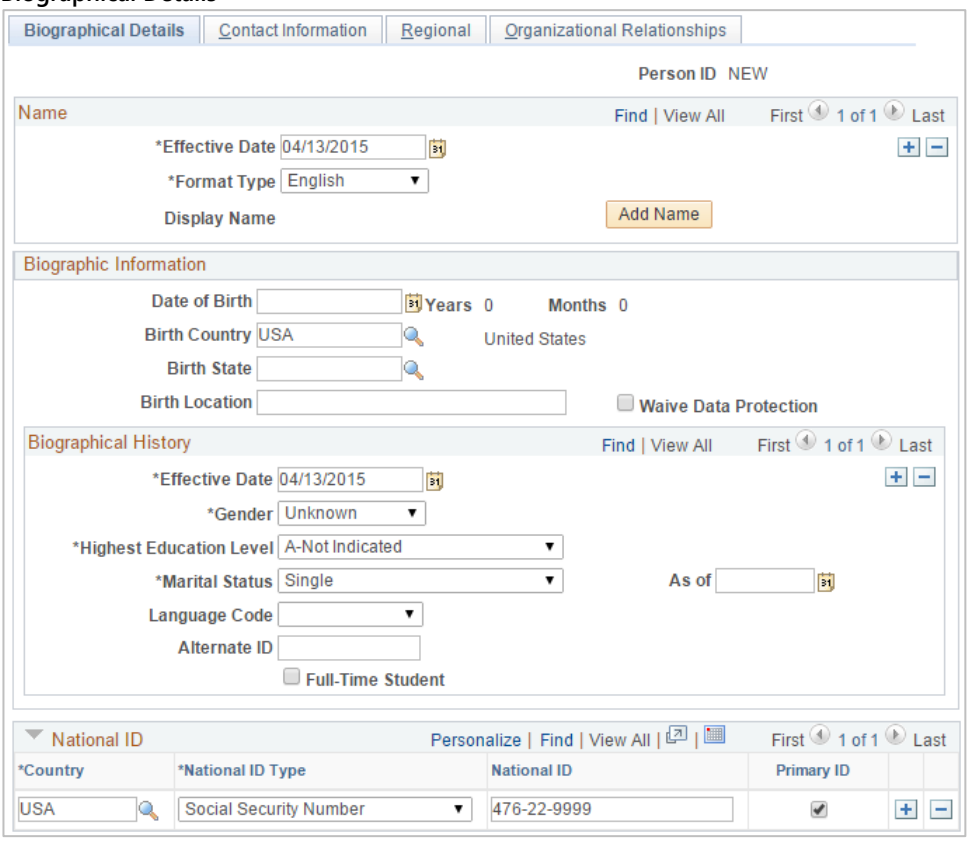
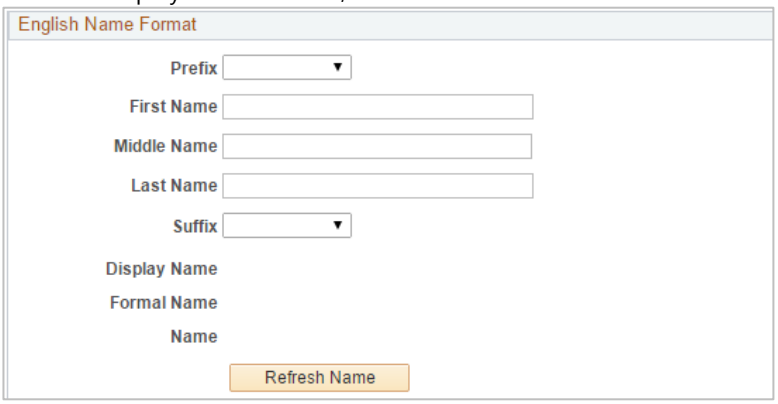
With the implementation of the Prepare for Hire process in Recruiting, the current ND Hire process is set to be retired. Recognizing the needs of some agencies to add new employees outside of the PeopleSoft Recruiting Solutions system, these directions have been created

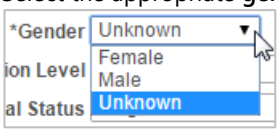
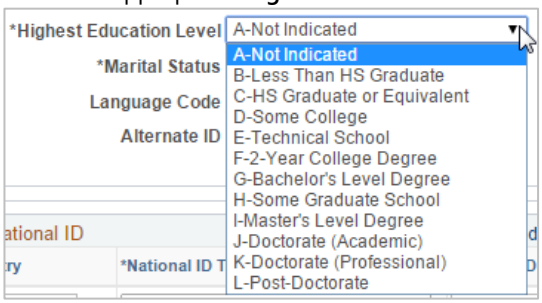
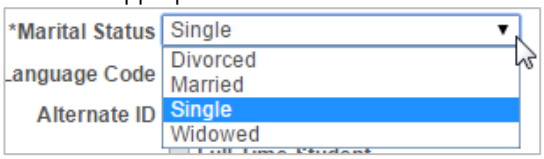
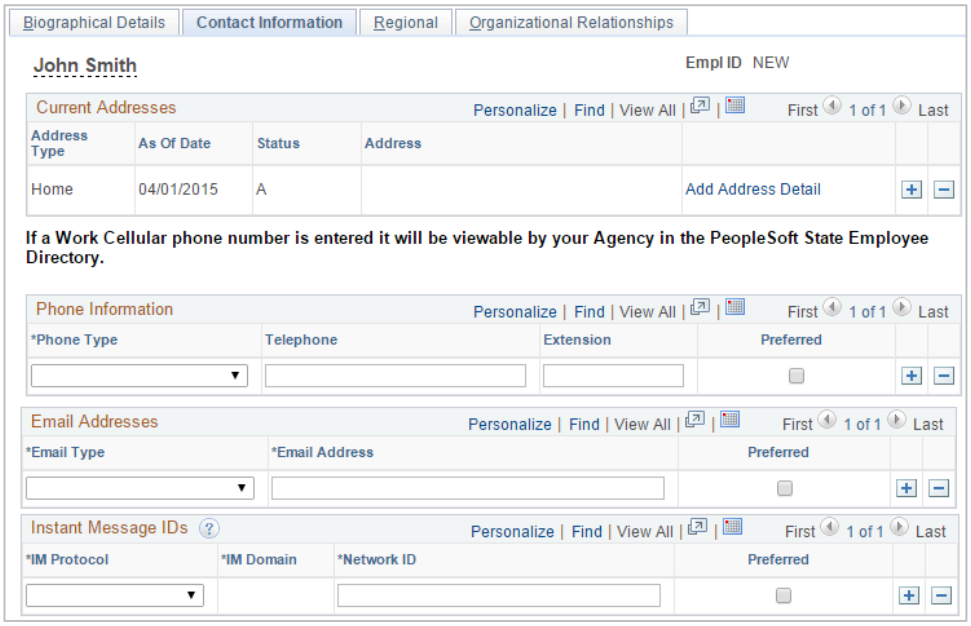
Procedure

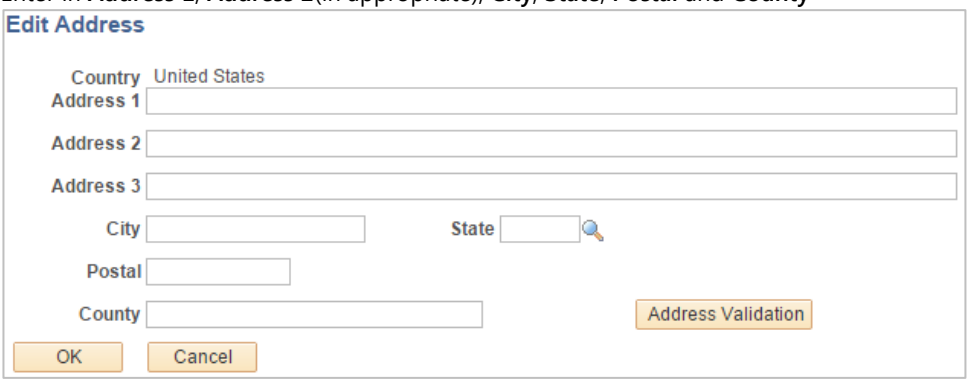
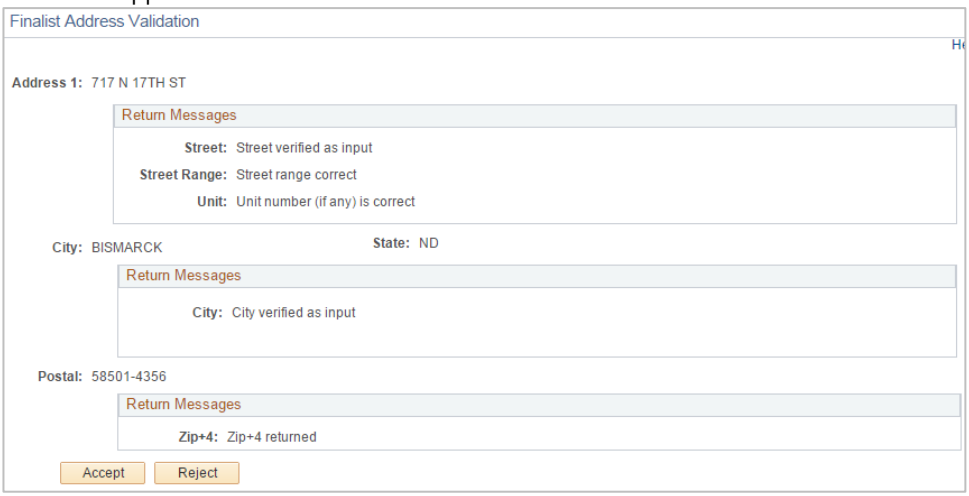
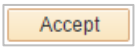
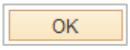
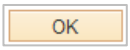
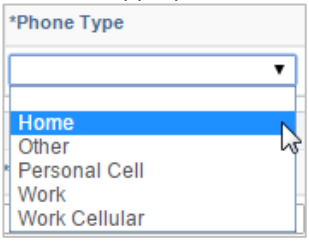
New Hires, transfers and rehires should only be done using this procedure if your agency does not use PeopleSoft Recruiting Solutions or this is an emergency hire situation. All other circumstances should be process through Recruiting Solutions.

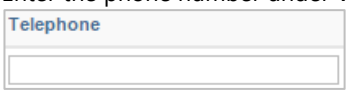
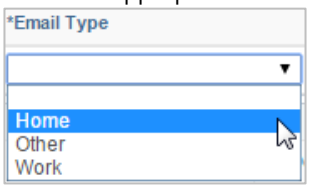
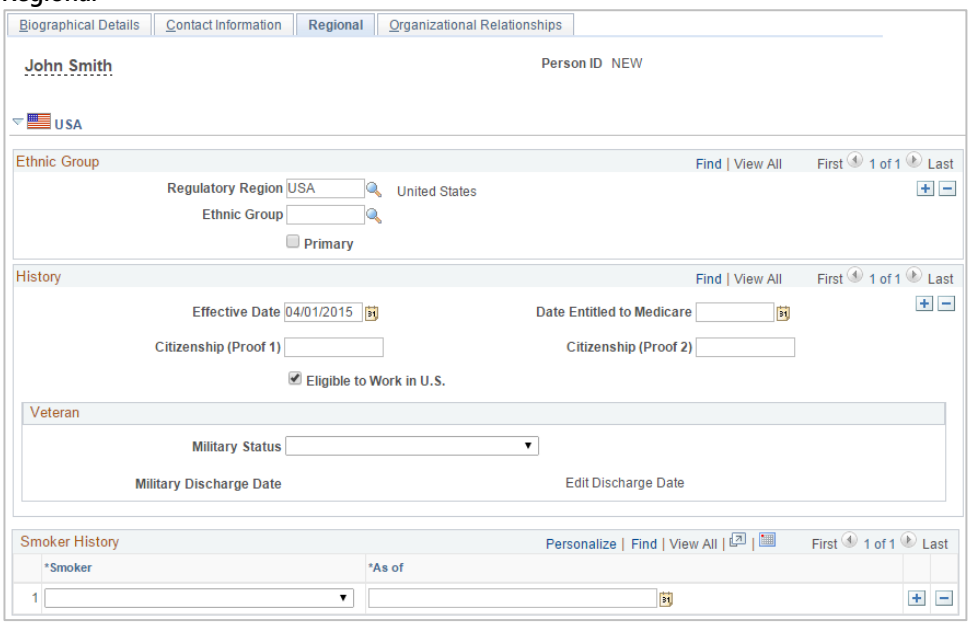
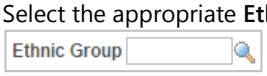
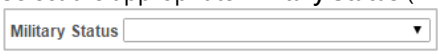
Begin by navigating to the **Add a Person** page.

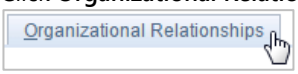
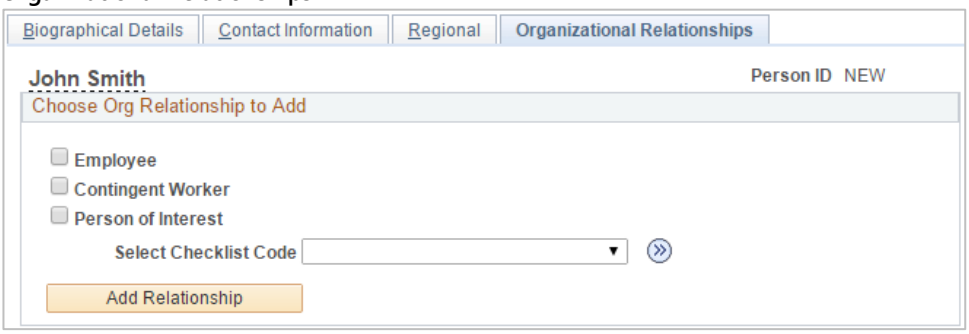
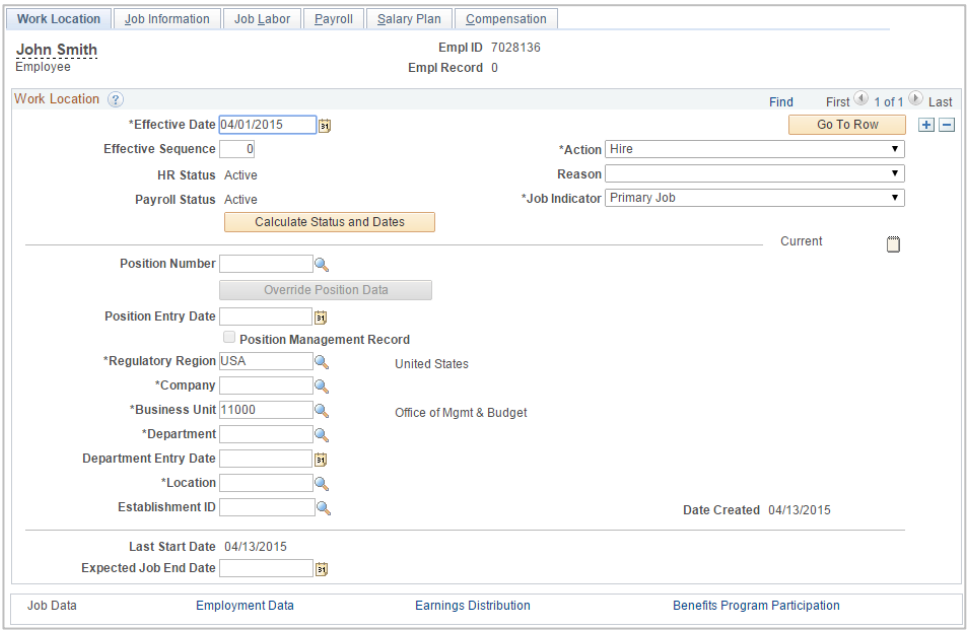
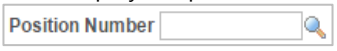
Step	Action
1.	Click the **HR/Payroll** link under Quick Links.
2.	Click on **Main Menu** 
3.	Click on **Workforce Administration** 
4.	Click on **Personal Information** 
5.	Click on **Add a Person** 
6.	Leave the **Person ID** as **NEW** and click **Add Person** 
7.	Under **National ID**, enter the Candidate's SSN in the National ID Field  Hit **Tab**
8.	If you get the following message:  STOP **The candidate already exists in the system. You will need to contact OMB for assistance with completing this candidate.**

Step	Action
9.	**Biographical Details** 
10.	By default **Effective Date** is today's date. Update to correct value *Effective Date 04/13/2015
11.	Click **Add Name** Add Name
12.	Enter the employees **First Name**, **Middle Initial** and **Last Name**  Click **OK** OK
13.	Enter **Date of Birth** Date of Birth

Step	Action
14.	Select the appropriate **gender** from the list 
15.	Select the appropriate **Highest Education Level** from the list 
16.	Select the appropriate **Marital Status** from the list: 
17.	Click **Contact Information**
18.	**Contact Information** 
19.	Click on **Address Detail**
20.	Click **Add Address**

Step	Action
21.	Enter in **Address 1**, **Address 2**(in appropriate), **City**, **State**, **Postal** and **County** 
22.	Click **Address Validation**
23.	**Validation** will validate all address information, along with returning the nine digit zip code and converting the address to upper case:  If you entered something wrong, you will need to reject and start again. If accurate, click **Accept** 
24.	Click **OK** 
25.	Click **OK** 
26.	Select the appropriate value under **Phone Type** 

Step	Action
27.	Enter the phone number under **Telephone** 
28.	Select the appropriate value number **Email Type** 
29.	Enter the email address under **Email Address**
30.	Click **Regional**
31.	**Regional** 
32.	Select the appropriate **Ethnic Group** from the list  Ethnic Group | Description | Short Description AMIND | American Indian/Alaska Native | Am. Indian ASIAN | Asian | Asian BLACK | Black/African American | Black HISPA | Hispanic/Latino | Hispanic NSPEC | Not Specified | NS PACIF | Native Hawaiian/Oth Pac Island | Hawaiian WHITE | White | White
33.	Select the appropriate **Military Status** (if known) from the list 

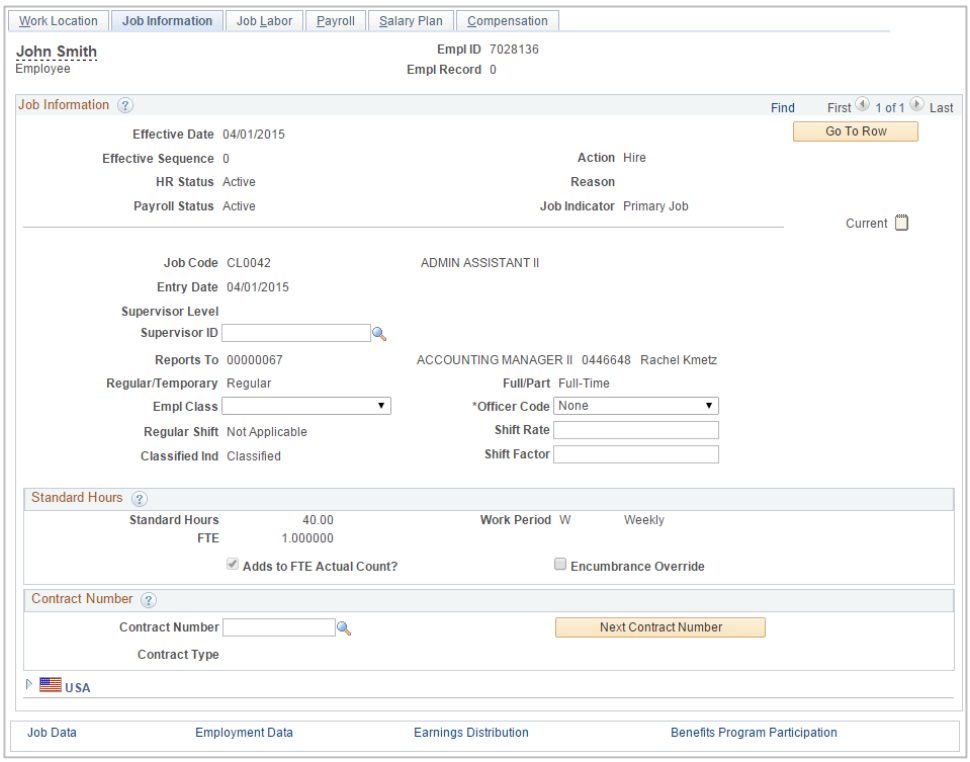
Step	Action
34.	Click **Organizational Relationships** 
35.	**Organizational Relationships** 
36.	Click check box next to **Employee**
37.	Click **Add Relationship**
38.	**Work Location** 
39.	Enter employee's position number in **Position Number**  Hit **Enter**

Step	Action
40.	The following fields will automatically populate:

Field	Defaults to…
Regulatory Region	USA
Company	ND
Business Unit	Your business unit
Department	The department the employee belongs
Department Entry Date	Date which the employee begins work for this department
Location	Physical location where employee will be performing job
Establishment ID	Not currently used

41. Click **Job Information**

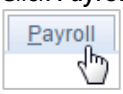
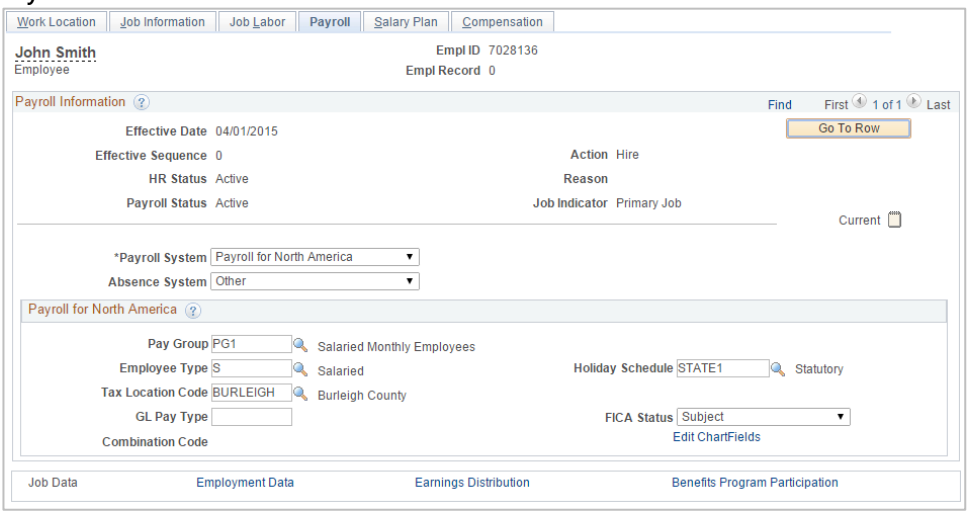
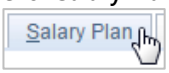
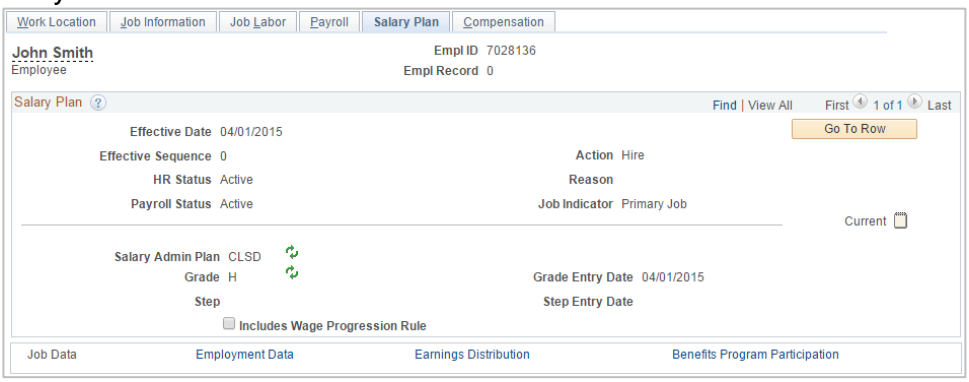
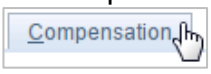
42. **Job Information**

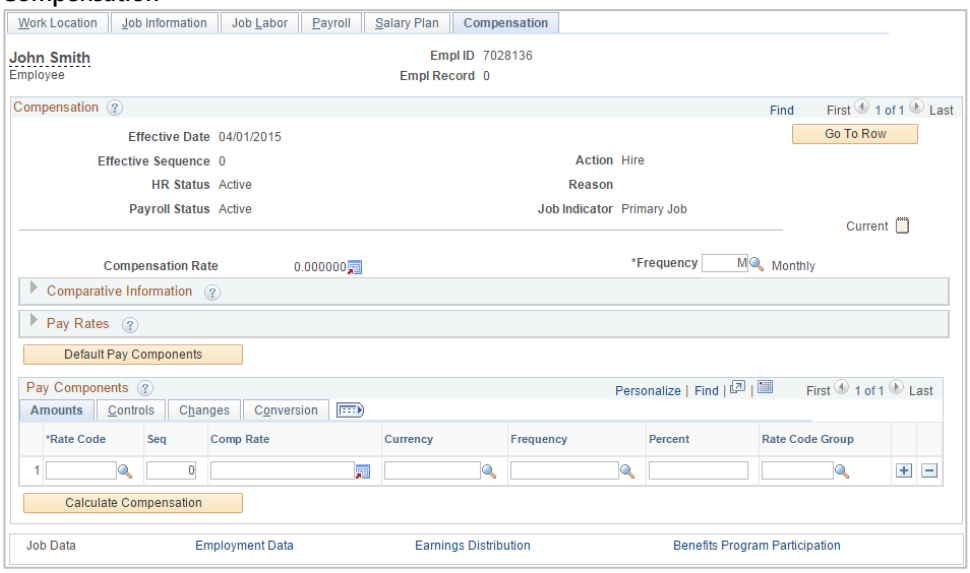
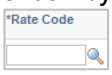
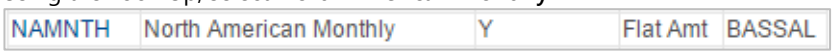
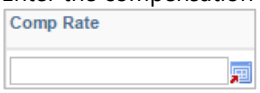
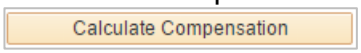
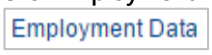


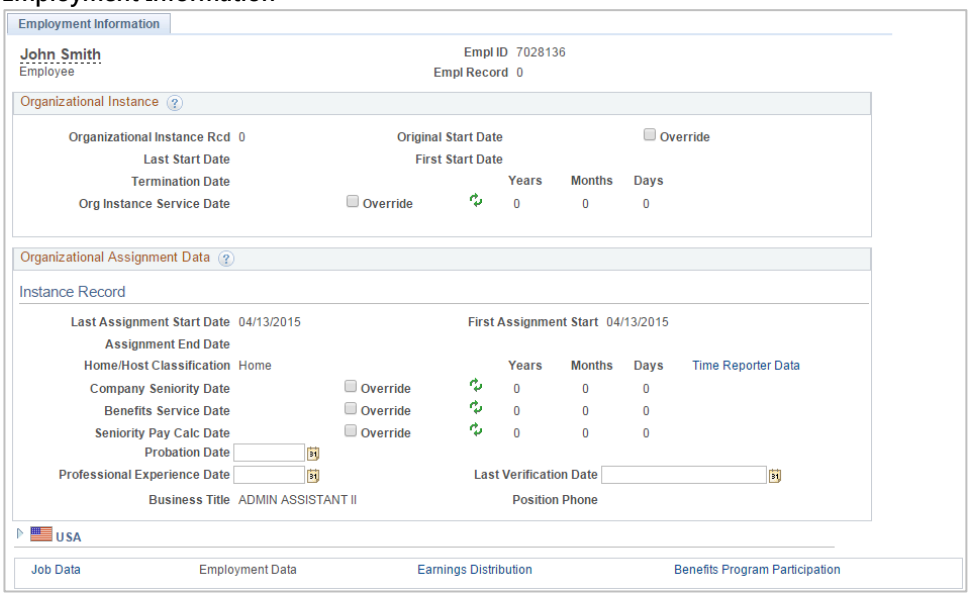
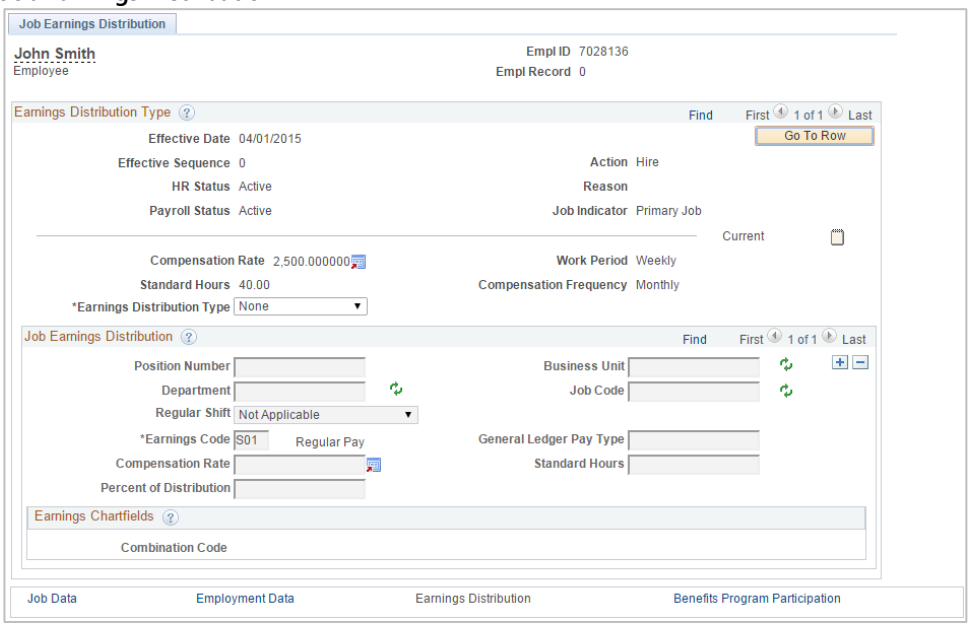
43. The following fields automatically populated based on the **Position Number**
    - Job Code
    - Entry Date
    - Reports To
    - Regular/Temporary
    - Full/Part

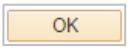
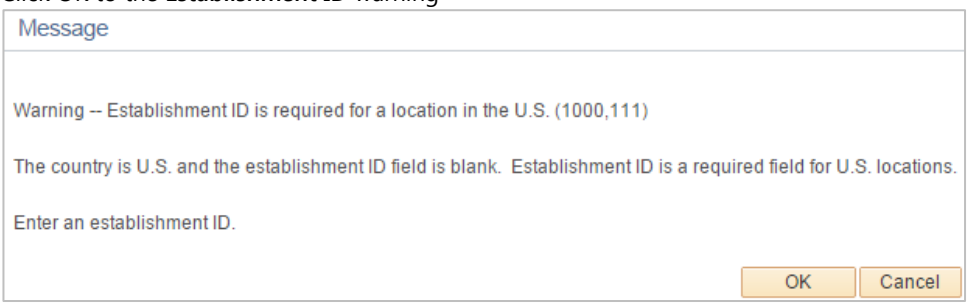
44. Click on **USA** To access **Work Day Hours**

45. Under **Work Day Hours**, enter 8

Step	Action
46.	Click **Payroll** 
47.	**Payroll**  Confirm the defaulted values are accurate
48.	Click **Salary Plan** 
49.	**Salary Plan**  Confirm the defaulted values are accurate
50.	Click **Compensation** 

Step	Action
51.	**Compensation** 
52.	Under **Pay Components,** click on the look up next to **Rate Code** 
53.	Using the Look Up, select **North American Monthly** 
54.	Enter the compensation rate in **Comp Rate** 
55.	Click **Calculate Compensation** 
56.	Click **Employment Data** 

Step	Action
57.	**Employment Information** 
58.	**Click Earnings Distribution** Earnings Distribution
59.	**Job Earnings Distribution** 

Step	Action
60.	The following values should be filled by default **Pay Group** — **Earning Code** PG1 (& MJ1) — S01 (S02 for temporary earnings) PG2 — S02 (S01 for regular earnings) If an update needs to be made, the following has to be done Earnings Distribution Type — Select by percent Earn Code — Select proper earnings code (S01 or S02) Disturb — 100%
61.	Click **OK** 
62.	Click OK to the **Establishment ID** warning 
63.	You have successfully hired the employee **End of Procedure.**