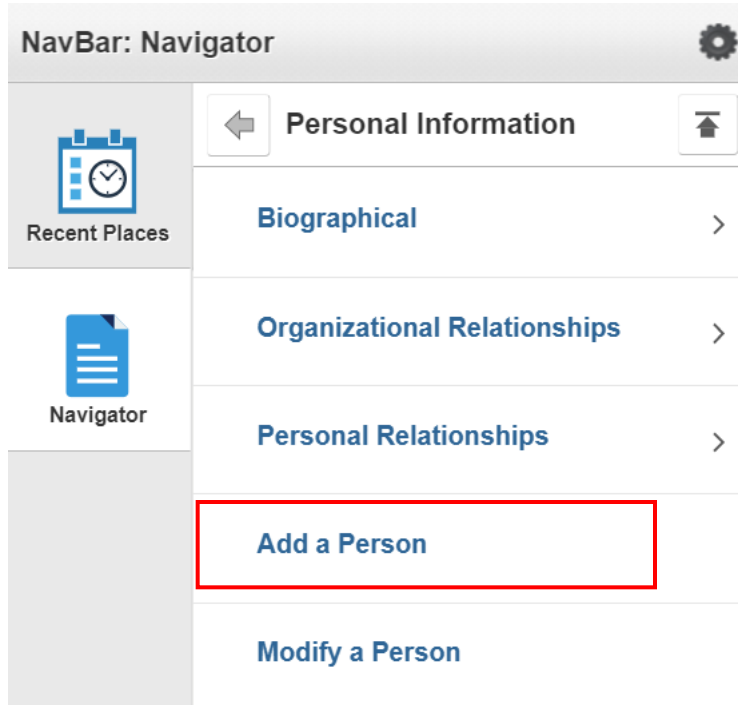


How to Hire an Employee

1. Navigate to *NavBar*> *Navigator*> *Workforce Administration*> *Personal Information*>*Add a Person*



2. Click **Add Person**
 - The system will auto generate an Employee ID Number



Add a Person

Person ID

- Effective Date is the hire date
- Click **Add Name**

Biographical Details | Contact Information | Regional | Organizational Relationships

Person ID NEW

Name

*Effective Date 11/01/2020

*Format Type English

Display Name

Add Name

- Enter Name information
- Click **Refresh Name** then **OK**

Name

English Name Format

Name Prefix

*First Name Test

Middle Name

*Last Name One

Name Suffix

Display Name Test One

Formal Name Test One

Name One,Test

OK Cancel Refresh Name

7. Enter Date of Birth
8. Under Biographical History
 - Change Effective Date to match Effective Date under Name section
9. Enter Social Security Number

Biographical Details
Contact Information
Regional
Organizational Relationships

Test One Person ID NEW

Name 1 of 1 | View All

*Effective Date + -

*Format Type

Display Name One,Test Edit Name

Biographic Information

Date of Birth Years 21 Months 9

Birth Country USA United States

Birth State

Birth Location

Biographical History 1 of 1 | View All

*Effective Date + -

*Gender

*Highest Education Level

*Relationship Status As of

Language Code

Alternate ID Full-Time Student

National ID 1-1 of 1 | View All

*Country	*National ID Type	National ID	Primary ID		
USA	Social Security Number	<input type="text" value="123-45-6789"/>	<input checked="" type="checkbox"/>	+ -	

Save
Refresh
Add
Update/Display
Include History

10. Move to Contact Information tab
11. Click **Add Address Detail**

Biographical Details **Contact Information** Regional Organizational Relationships

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home	10/01/2020	A	HI	Add Address Detail	+	-

12. Click **Add Address**

Address History

Address Type Home

Address History

*Effective Date: 10/01/2020 Address: HI

Country: USA

*Status: A

[Add Address](#)

OK Cancel Refresh

13. Enter employee’s home address information and then click **OK**

Edit Address

Country: United States

Address 1: 1234 Test

Address 2:

Address 3:

City: Honolulu State: HI Hawaii

Postal: 96813

County:

OK Cancel

14. Click **OK** to return Contact Information tab

Address History

Address Type Home

Address History Q | ◀ ▶ 1 of 1 ▼ ▶ ▶

*Effective Date	10/01/2020 📅	Address	1234 Test Honolulu, HI 96813	+ -
Country	USA 🔍			
*Status	A 🔍			

[Add Address](#)

➡ **OK** Cancel Refresh

15. Enter employee's Phone Information and Email Address

- To add more than one, click "+" button
- Must select a Preferred phone

Empl ID NEW

Current Addresses

Address Type	As Of Date	Status	Address			
Home	10/01/2020	A	1234 Test Honolulu, HI 96813	Edit/View Address Detail	+	-

Phone Information

*Phone Type	Telephone	Extension	Preferred		
Work	808/888-8888		<input checked="" type="checkbox"/>	+	-
Mobile	808/123-4567		<input type="checkbox"/>	+	-

Email Addresses

*Email Type	*Email Address	Preferred		
Business	test@test.com	<input type="checkbox"/>	+	-

16. Move to Regional tab
17. Change Regulatory Region to STATE (State of Hawaii)
18. Select Ethnic Group
 - If unknown, choose OTHER (Other and Unknown)
19. Click the **Box** next to Primary

Person ID NEW

Smoker History

	*Smoker	*As of		
1	<input type="text"/>	<input type="text"/>	+	-

USA

Ethnic Group

Regulatory Region United States

*Ethnic Group Other or Unknown

Primary

- 20. Move to Organizational Relationships tab
- 21. Click the **Box** next to Employee
- 22. Click **Add Relationship**

Person ID NEW

Choose Org Relationship to Add

Employee

Contingent Worker

Person of Interest

Empl Record

Add Relationship

Save Refresh Add Update/Display Include History

Hiring an Employee – Job Data

1. The next screen will move to **Job Data**, where you will enter the Job-related information
 - a. Pathway to Job Data is *NavBar > Navigator > Workforce Administration > Job Information > Job Data*
2. You will notice the system generates the employee ID number
3. Effective date defaults to current date, change date to **hire date**
4. Action defaults to **Hire**
5. Change Reason to **Hire**
6. Leave the Job Indicator defaulted to Primary Job
7. Enter the **Position Number**, then the Company, Business Unit and Department should all auto populate
8. Add any comments
9. Click the box next to EPAR Print so when you run the EPAR process this hire action will be picked up in the run.

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation
Job Earnings Distribution

Doe, Jane
Employee Empl ID 00181397
Empl Record 0

Work Location Details Find First 1 of 1 Last

*Effective Date 10/16/2020

HR Active Status

Payroll Active Status

Go To Row

Effective 0 *Job Indicator Primary Job

*Action Hire

*Reason Hire

Calculate Status and Dates

Position Number Y1000007

House Representative Dist 03

Legal Authority

Override Position Data

Position Entry Date 10/16/2020

Position Management Record

Regulatory Region STATE
 Company LEG
 Business Unit LEG
 Department 10003
 Department Entry Date 10/16/2020
 Hawaii Org ID 00001
 Location LEG02
 Establishment ID

State of Hawaii
 Hawaii State Legislature
 Hawaii State Legislature
 House District 03
 00001
 Hawaii State Legislature-Oahu

254 characters remaining
 Job Comments
 254 characters remaining

Date Created 10/16/2020

EPAR Print

Exclude from Exec Branch SSO:

10. Move to **Job Information** tab
11. Change the **Empl Class** to **Exempt**

Work Location | **Job Information** | Job Labor | Payroll | Salary Plan | Compensation | Job Earnings Distribution

Doe, John Employee Empl ID 00181309
Empl Record 0

Job Information Details ? 1 of 1

Effective Date 10/14/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Hire

Payroll Status Active Job Indicator Primary Job

Job Code 1002 District Admin Service Mgr

Entry Date 10/14/2020

Supervisor Level

Supervisor ID

Reports To Y1000001 House Representative Dist 01


Civil Service Membership Non-member

Empl Class Exempt Full/Part Full-Time

Regular Shift Not Applicable Officer Code None

Shift Rate

Shift Factor

Current 

12. Move to **Job Labor** tab
13. Union Date can be same as hire date. Even though employee is not a union member the system requires a date.

Work Location | Job Information | **Job Labor** | Payroll | Salary Plan | Compensation | HI Exec Job

Person, Test Employee Empl ID 00177827
Empl Record 0

Labor Information ? 1 of 1

Effective Date 03/18/2020 Go To Row

Effective Sequence 0 Action Hire

HR Status Active Reason Hire

Payroll Status Active Job Indicator Primary Job

Bargaining Unit

Position Management Record

Union Code

Union Date

BU Service

As Of Date

Years

Years Months Days

Job Data Employment Data Benefits Program Participation

14. Move to **Payroll** Tab
15. Change Employee Type to **E** (if Salaried) or **H** (if Hourly)
16. Enter payroll number and warrant distribution
17. Change FICA Status as applicable
18. Enter the ERS FICA Code/ERS Group Code as applicable

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation | Job Earnings Distribution

Doe, Jane
Employee

Empl ID 00181397
Empl Record 0

Payroll Information ? 1 of 1

Effective Date 10/16/2020 Go To Row

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire
Reason Hire
Job Indicator Primary Job

*Payroll System Payroll for North America
Absence System Other

Correction/Cancellation
Comments

254 characters remaining

Payroll for North America ?

Pay Group ALE Legislature - ATF
Employee Type E Exception Hourly
Tax Location Code HI001 Hawaii Tax Location
GL Pay Type
Combination Code

Holiday Schedule SOH

FICA Status Subject

*Payroll Number
*Warrant Distribution
*ERS FICA Code
*ERS Group Code

Edit ChartFields Update Date 10/16/2020 2:06:37PM

19. Move to **Compensation** Tab
20. Change rate code to NAHRLY (if Hourly) or NAANNL (if Salaried)
21. Enter Comp rate
22. Click calculate Compensation
23. Move to **Employment Data** by clicking on the hyper link

Work Location | Job Information | Job Labor | Payroll | **Compensation** | Salary Plan | Job Earnings Distribution

Doe, Jane
Employee

Empl ID 00181397
Empl Record 0

Compensation Details ? 1 of 1

Effective Date 10/16/2020 Go To Row

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire
Reason Hire
Job Indicator Primary Job

Compensation Rate 2,500.000000
FTE Adjusted Comprate 2,500.000000

*Frequency S Semimonthly

Comparative Information ?
Pay Rates ?

Default Pay Components

Pay Components ?

1-1 of 1

Amounts	Controls	Changes	Conversion					
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	FTE Adjusted Comprate		
1 NAANNL	0	60,000.000000	USD	A		60,000.000000		

Calculate Compensation

Job Data | **Employment Data** | Benefits Program Participation

24. Enter State Employment Date, use hire date as this date
25. Click OK

Employment Information Hi Exec Job

Person, Test Empl ID 00177827
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Hire Date	<input type="checkbox"/> Override	
Rehire Date	First Start Date		
Termination Date	Years	Months	Days
Org Instance Service Date	↻	0	0

Organizational Assignment Data ?

Instance Record

Home/Host Classification Home	Years	Months	Days
State Employment Date 03/16/2020 <input type="text"/>	Years	Months	Days
Benefits Service Date	↻	0	0
<input type="checkbox"/> Override	↻	0	0

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

Employment Information Hi Exec Job

26. Hiring process is now complete, you might see a few Warning messages pop up, you can click ok through the pop ups.

27. Examples of Warning messages

Employment Information Hi Exec Job

Person, Test Empl ID 00177827
 Employee Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0	Hire Date	<input type="checkbox"/> Override	
Rehire Date	First Start Date		
Termination Date	Years	Months	Days
Org Instance Service Date	↻	0	0

Organizational Assignment Data ?

Instance Record

Home/Host Classification Home	Years	Months	Days
State Employment Date 03/16/2020 <input type="text"/>	Years	Months	Days
Benefits Service Date	↻	0	0
<input type="checkbox"/> Override	↻	0	0

Warning -- Compensation Frequency has been updated. (1010,264)

Compensation Frequency has been updated.

OK Cancel

Job Data Employment Data Benefits Program Participation

OK Cancel Apply

Employment Information Hi Exec Job Refresh

Employment Information | HI Exec Job

Person, Test
Employee

Empl ID 00177827
Empl Record 0

Organizational Instance ⓘ

Organizational Instance Rcd 0 Hire Date Override
 Rehire Date First Start Date
 Termination Date Years Months Days
 Org Instance Service Date 0 0 0

Organizational Assignment Data ⓘ

Instance Record

Home/Host Classification Home
 State Employment Date 03/16/2020
 Benefits Service Date Override

Job Data Employment Data Benefits Program Participation

OK Cancel Apply Refresh

Warning -- Establishment ID is required for a location in the U.S. (1000,111)

The country is U.S. and the establishment ID field is blank. Establishment ID is a required field for U.S. locations.

Enter an establishment ID.

OK Cancel

Employment Information | HI Exec Job

Person, Test
Employee

Empl ID 00177827
Empl Record 0

Organizational Instance ⓘ

Organizational Instance Rcd 0 Hire Date Override
 Rehire Date First Start Date
 Termination Date Years Months Days
 Org Instance Service Date 0 0 0

Organizational Assignment Data ⓘ

Instance Record

Home/Host Classification Home
 State Employment Date 03/16/2020
 Benefits Service Date Override

Job Data Employment Data Benefits Program Participation

OK Cancel Apply Refresh

Warning -- You have updated job information that is relevant to compensation defaulting on job row 1. (1000,910)

You have updated job information that is relevant to compensation defaulting without updating the employee's compensation. If you would like to update the employee's compensation now based on the new information, then go to the Compensation page. You can select the Compensation Defaulting button in order to re-default any defaulted pay components. You can also manually adjust the pay components.

OK Cancel