How to Hire an Employee
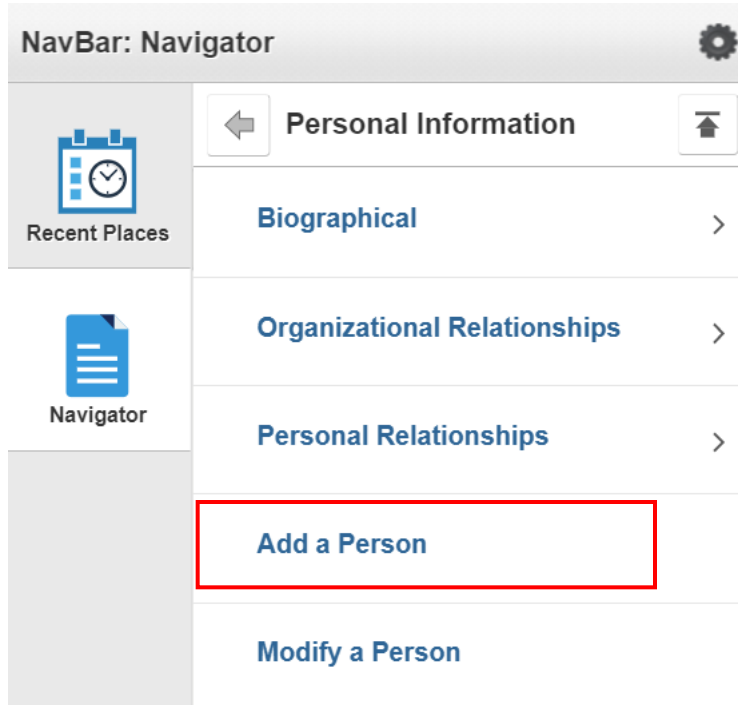
1. Navigate to *NavBar> Navigator> Workforce Administration> Personal Information>Add a Person*

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

3. Effective Date is the hire date
4. Click **Add Name**

| Biographical Details | Contact Information | Regional | Organizational Relationships |

Person ID NEW

Name 🔍 | |◀ ◀ 1 of 1 ▼ ▶ ▶| | View All

*Effective Date 11/01/2020 📅 ➕ ➖
*Format Type English ▼
Display Name **Add Name**

5. Enter Name information
6. 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

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

Biographical Details	Contact Information	Regional	Organizational Relationships

Empl ID   NEW

Current Addresses

		1-1 of 1 ∨		View All

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		Q	I	1 of 1 ∨	

*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 📅
Country USA 🔍
*Status A 🔍
Add Address

Address 1234 Test
Honolulu, HI 96813

＋ －

OK   Cancel   Refresh

15. Enter employee's Phone Information and Email Address
- To add more than one, click "+" button
- Must select a Preferred phone

![HAWAII Information Portal]

Biographical Details	**Contact Information**	Regional	Organizational Relationships

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	➕	➖

1-1 of 1   View All

Phone Information

1-2 of 2   View All

*Phone Type	Telephone	Extension	Preferred		
Work	808/888-8888		☑	➕	➖
Mobile	808/123-4567		☐	➕	➖

Email Addresses

1-1 of 1   View All

*Email Type	*Email Address	Preferred		
Business	test@test.com	☐	➕	➖

Save	Refresh		Add	Update/Display	Include History

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

HAWAII Information Portal

| Biographical Details | Contact Information | **Regional** | Organizational Relationships |

Person ID   NEW

Smoker History

	*Smoker	*As of		
1			+	−

▽🇺🇸 USA

Ethnic Group   🔍 | ◁ ◁ 1 of 1 ▷ ▷▷ | View All

Regulatory Region USA 🔍 United States

*Ethnic Group OTHER 🔍 Other or Unknown

☑ Primary

➕ ➖

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

| Biographical Details | Contact Information | Regional | **Organizational Relationships** |

Person ID   NEW

Choose Org Relationship to Add

☑ Employee
☐ Contingent Worker
☐ Person of Interest

Empl Record 0

Add Relationship

[Save] [Refresh]   [Add] [Update/Display] [Include History]

Biographical Details | Contact Information | Regional | Organizational Relationships

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.

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	
		Current 🗐

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 ⌄   Full/Part Full-Time
*Empl Class Exempt ⌄   Officer Code None
Regular Shift Not Applicable   Shift Rate
                                                                  Shift Factor

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 03/16/2020		Go To Row
Effective Sequence 0	Action Hire	
HR Status Active	Reason Hire	
Payroll Status Active	Job Indicator Primary Job	
		Current 🗐

Bargaining Unit

	BU Service
	As Of Date
	Years
	Years	Months	Days

☐ Position Management Record
Union Code
Union Date [   ] 📅

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

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

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

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
Employee

Empl ID 00177827
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0
Rehire Date
Termination Date
Org Instance Service Date

Hire Date
First Start Date

☐ Override

Years   Months   Days
0   0   0

Organizational Assignment Data ?

Instance Record

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

☐ Override

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

Job Data   Employment Data   Benefits Program Participation

OK   Cancel   Apply   ⟳ Refresh

Employment Information | Hi Exec Job

Person,Test
Employee

Empl ID 00177827
Empl Record 0

Organizational Instance ?

Organizational Instance Rcd 0
Rehire Date
Termination Date
Org Instance Service Date

Hire Date
First Start Date

☐ Override

Years   Months   Days
0   0   0

Organizational Assignment Data ?

Instance Record

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

☐ Overr

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

Job Data   Employment Data   Benefits Program Participation

OK   Cancel   Apply   ⟳ Refresh

Employment InformationHi Exec Job