# 9.2 Hire an Applicant from TAM

**Purpose:** Use this document to go through the process of hiring an applicant from TAM.

**Audience:** HR/Hiring Staff.

- You must have at least one of these local college managed security roles:
- ZC HR Employee Maintenance
- ZZ HR Employee Maintenance
- ZZ SS Workforce Administrator

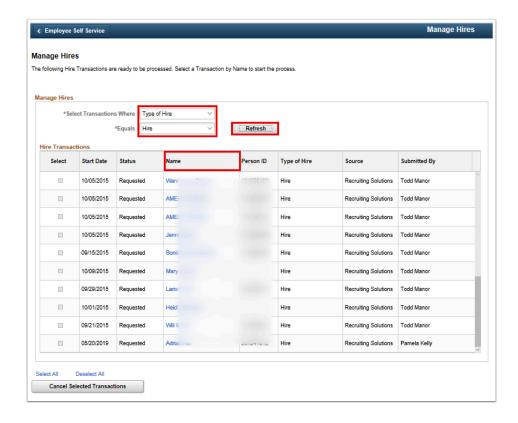
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Hire an Applicant from TAM

Navigation: NavBar > Navigator > Workforce Administration > Personal Information > Manage Hires

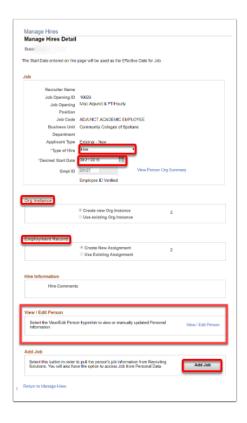
## Manage Hires

- 1. The **Manage Hires** page displays.
- 2. Select **Type of Hire** in the **Select Transactions Where** field.
- 3. **Hire** option is pre-populated in the **Equals** field; change if needed.
- 4. Select the **Refresh** button.
- 5. Select the **Name** of person to be hired.



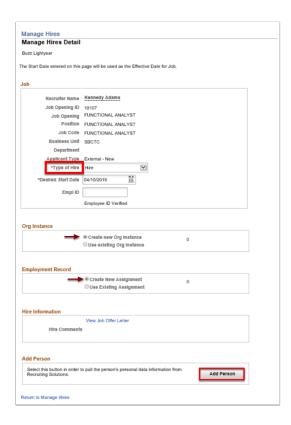
#### View/Edit Person

- 6. The **Manage Hires Detail** page displays.
- 7. All fields in the job section will be pre-populated from the Job Opening and Job Offer <u>except</u> the Empl ID if the applicant is not a former employee or student.
- 8. Change the **Desired Start Date**, if needed.
- 9. For a **Type of Hire** = **Hire**.
- 10. Leave the default for **Org Instance** to **Create new Org Instance**.
- 11. For Employment Record, leave the default to Create New Assignment.
- 12. If the applicant is a current or former student/employee, the option to **View/Edit Person** is available, to view and edit the existing Personal Data.
- 13. Select the **Add Job** button and follow instructions from the **Add Job Data** section below.

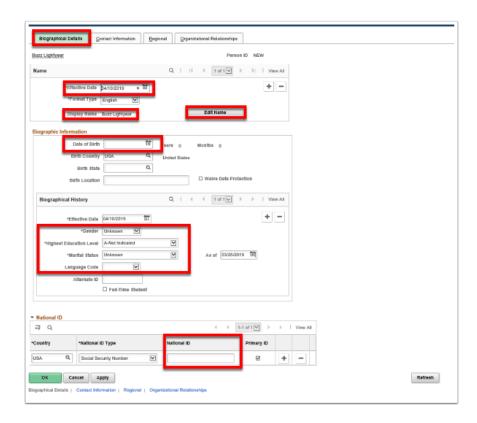


#### **Add Person**

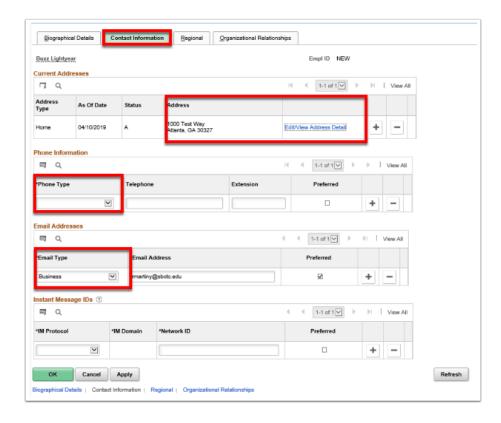
- 14. If the applicant is not a current or former student/employee, change the **Desired Start Date**, if needed.
- 15. **Type of Hire = Hire.**
- 16. Leave the default for **Org Instance** to **Create new Org Instance**.
- 17. **For Employment Record**, leave the default to **Create New Assignment**.
- 18. Select the Add Person button.



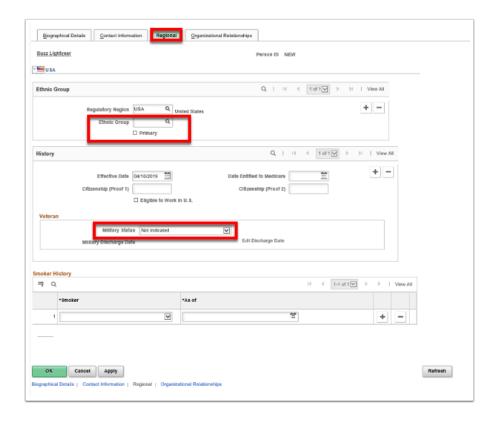
- 19. The **Biographical Details** tab displays.
- 20. The fields will be populated with data from Recruiting Solutions.
- 21. The name will display. Select the **Edit Name** button to edit if needed.
- 22. The **Effective Date** field will default to the **Desired Start Date** from the **Manage Hires** page. Leave as is or change if needed.
- 23. Enter the employee's **Date of Birth**.
- 24. If the applicant entered the Gender on the application it will default. If not, the field will be blank; enter the employee's **Gender**.
- 25. If the applicant entered the Highest Education Level on the application, it will default. If not, the field will be blank; enter the employee's **Highest Education Level**.
- 26. Select the employee's **Marital Status**.
- 27. Select the Language Code.
- 28. Enter the employee's **National ID** (Social Security Number).
- 29. Select the **Contact Information** tab.



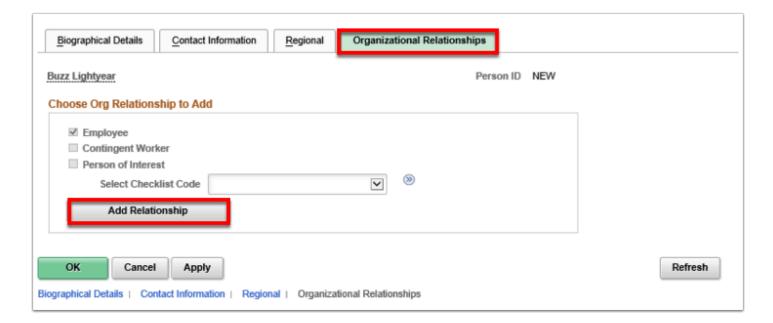
- 30. The **Contact Information** page displays.
- 31. If the applicant entered Contact Information on their application, the information will be populated. Validate and/or enter the **Address**.
- 32. Validate and/or enter the **Phone Type**.
- 33. Validate and/or enter the **Email Address**.
- 34. Select the **Regional** tab.



- 35. The **Regional** tab displays.
- 36. If the employee entered their Ethnicity information on the application, the information will default. Validate and/or select the **Ethnicity**.
- 37. If the employee entered their Military Status on application, the information will default. Validate and/or select the **Military Status**.
- 38. Select the **Organizational Relationships** tab.



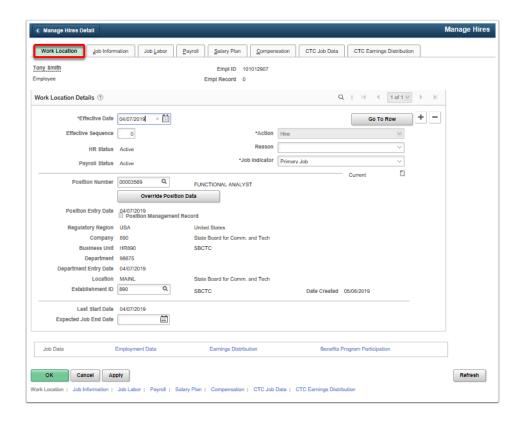
- 39. The **Organizational Relationships** page displays.
- 40. Use the **Organizational Relationships** page to select an organizational relationship and checklist for this person. The type of Organizational Relationship is defaulted from the Recruiting Solutions module.
- 41. Select the **Add Relationship** button to save the data on this component.



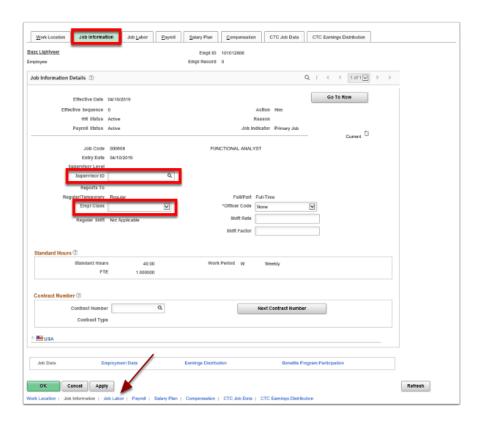
## Add Job Data

1. The **Manage Hires** page displays.

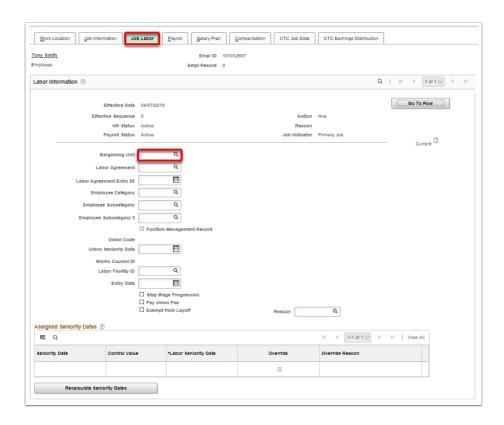
- 2. Use the **Work Location** page to specify information abut the employee's job such as the:
  - position
  - · regulatory region
  - company
  - department
  - location
- 3. The **Effective Date** defaults to the Desired Start Date from the Manage Hires page.
- 4. The **Job Indicator** field specifies whether the job is a primary or secondary job. Retain the default value.
- 5. The **Action/Reason** fields define the action and reason associated with this job record It defaults to Hire for a new record. Accept **Hire** for **Action** and enter **New Hire** for **Reason**.
- The Position Number, Company, Business Unit, Department and Location fields will default from Recruiting.
- 7. Select the **Job Information** tab.



- 8. The **Job Information** page displays.
- 9. Use the **Job Information** page to specify information about an employee's job, such as job code, employment status, employee class, shift, and standard hours. These fields are defaulted from Recruiting.
- 10. Enter Supervisor ID.
- 11. Enter Employee Class.
- 12. Select the **Job Labor** tab.

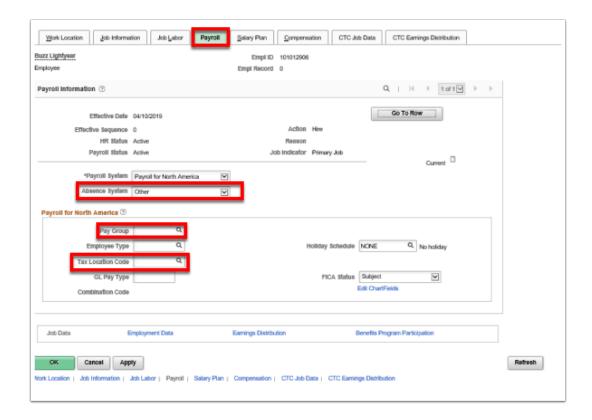


- 13. The **Job Labor** tab displays.
- 14. Select Bargaining Unit.
- 15. Select the **Payroll** tab.

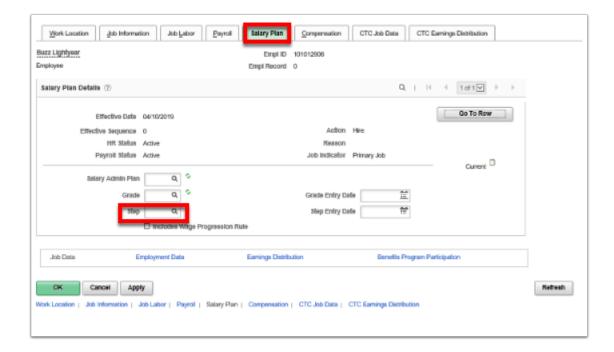


16. The **Payroll** tab displays.

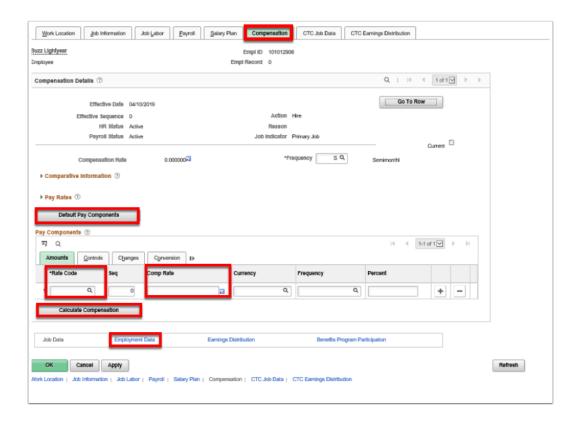
- 17. Use the **Payroll** page to enter employee payroll processing data. The payroll system and pay group information specified on this page affect the compensation processing.
- 18. The **Payroll System** field identifies the payroll application associated with PeopleSoft HRMS at this site. Update the **Absence System** from **Other** to **Absence Management**.
- 19. Select Pay Group from list.
- 20. The **Tax Location Code** field identifies the tax base associated with this employee. This will default after **Pay Group** is selected . **Employee Type** field will default from **Pay Group**.
- 21. Select the **Salary Plan** tab.



- 22. The **Salary Plan** page displays.
- 23. The **Salary Plan** value will default.
- 24. Choose a **Step** to place the employee in, where applicable.
- 25. Select the **Compensation** tab.

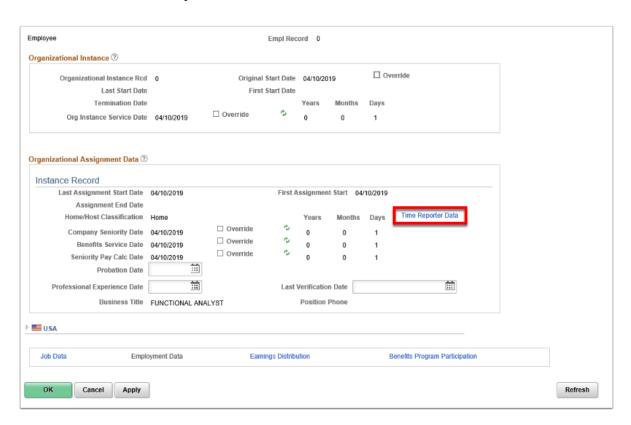


- 26. The **Compensation** tab displays.
- 27. Use the **Compensation** page to specify the compensation date of an employee.
- 28. If you do not select the **Default Pay Components** button on this page after updating relevant job data fields, a warning message will be displayed when you attempt to save the new record.
- 29. Select the **Default Pay Components** button.
- 30. Select the Rate Code field. Enter the desired information into the Rate Code field.
- 31. Select the **Comp Rate** field. Enter the desired information into the Comp Rate field.
- 32. Use the **Calculate Compensation** to calculate an employee's compensation.
- 33. Select the **Employment Data** link.

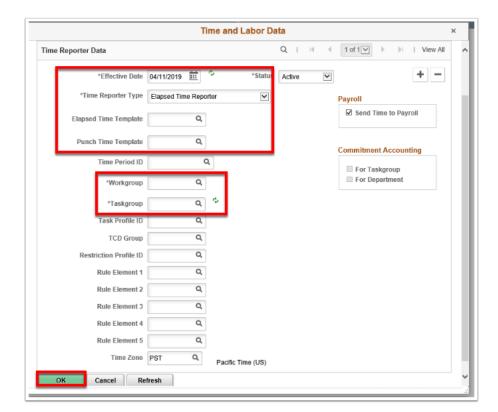


### **Employment Information**

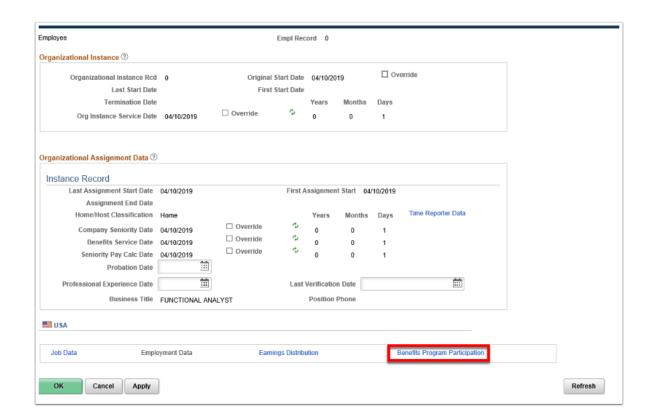
- 34. The **Employment Information** page displays.
- 35. Select the **Time Reporter Data** link.



- 36. The **Time and Labor Data** pagelet displays.
- 37. Enter the **Effective Date.**
- 38. Select the appropriate **Time Reporter Type.**
- 39. Select the **Time Template** (Elapsed or Punched).
- 40. Select the appropriate **Work Group.**
- 41. Select the CTC Taskgroup Non Commit Acct.
- 42. Select OK.

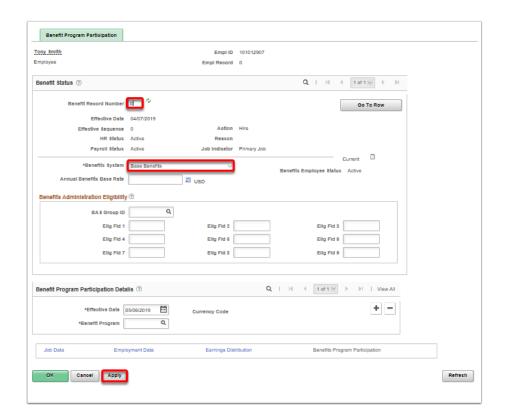


- 43. The **Employment Information** page displays.
- 44. Select the **Benefits Program Participation l**ink on bottom of page.



### **Benefits Program Participation**

- 45. The **Benefit Program Participation** page displays.
- 46. Enter **Benefit Record Number** = Enter your company code.
- 47. Select the applicable **Benefit Program**.
- 48. Select Apply.
- 49. Select Save.



- 50. The process to hire an applicant from TAM is now complete.
- 51. End of procedure.