

## 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.

Employee Self Service
Manage Hires

### Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

#### Manage Hires

\*Select Transactions Where Type of Hire

\*Equals Hire Refresh

#### Hire Transactions

Select	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	10/05/2015	Requested	Wan...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	10/05/2015	Requested	AMEI...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	10/05/2015	Requested	AMEI...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	10/05/2015	Requested	Jenni...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	09/15/2015	Requested	Bonit...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	10/09/2015	Requested	Mary...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	09/29/2015	Requested	Lariss...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	10/01/2015	Requested	Heidi...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	09/21/2015	Requested	Will M...		Hire	Recruiting Solutions	Todd Manor
<input type="checkbox"/>	05/20/2019	Requested	Adrian...	201271912	Hire	Recruiting Solutions	Pamela Kelly

[Select All](#)
[Deselect All](#)
[Cancel Selected Transactions](#)

## View/Edit Person

- The **Manage Hires Detail** page displays.
- All fields in the job section will be pre-populated from the Job Opening and Job Offer except the Empl ID if the applicant is not a former employee or student.
- Change the **Desired Start Date**, if needed.
- For a **Type of Hire = Hire**.
- Leave the default for **Org Instance** to **Create new Org Instance**.
- For Employment Record**, leave the default to **Create New Assignment**.
- 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.
- Select the **Add Job** button and follow instructions from the **Add Job Data** section below.

Manage Hires  
Manage Hires Detail

Sub: \_\_\_\_\_

The Start Date entered on this page will be used as the Effective Date for Job.

Job

Recruiter Name	19028
Job Opening ID	Misc Adjunct & PTHourly
Position	
Job Code	ADJUNCT ACADEMIC EMPLOYEE
Business Unit	Community Colleges of Spokane
Department	
Applicant Type	External - New
*Type of Hire	Hire
*Desired Start Date	10/21/2016
Empl ID	20127
Employee ID Verified	

[View Person Org Summary](#)

**Org Instance**

☒ Create new Org Instance 2  
☐ Use existing Org Instance

**Employment Record**

☒ Create New Assignment 2  
☐ Use Existing Assignment

**Hire Information**

Hire Comments

**View / Edit Person**

Select the View/Edit Person hyperlink to view or manually updated Personal Information [View / Edit Person](#)

**Add Job**

Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data [Add Job](#)

[Return to Manage Hires](#)

## 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.

**Manage Hires**  
**Manage Hires Detail**  
 Buzz Lightyear

The Start Date entered on this page will be used as the Effective Date for Job.

**Job**

Recruiter Name	Kennedy Adams
Job Opening ID	10107
Job Opening	FUNCTIONAL ANALYST
Position	FUNCTIONAL ANALYST
Job Code	FUNCTIONAL ANALYST
Business Unit	SBCTC
Department	
Applicant Type	External - New
*Type of Hire	Hire <input checked="" type="checkbox"/>
*Desired Start Date	04/19/2019 <input type="text"/>
Empl ID	<input type="text"/>
Employee ID Verified	

**Org Instance**

☒ Create new Org Instance 0  
☐ Use existing Org Instance

**Employment Record**

☒ Create New Assignment 0  
☐ Use Existing Assignment

**Hire Information**

[View Job Offer Letter](#)

Hire Comments

**Add Person**

Select this button in order to pull the person's personal data information from Recruiting Solutions.

[Return to Manage Hires](#)

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.

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

Person ID: NEW

Name: Buzz Lightyear

Effective Date: 04/10/2019

Format Type: English

Display Name: Buzz Lightyear

Edit Name

Biographic Information

Date of Birth: [ ] Year: 0 Months: 0

Birth Country: USA United States

Birth State: [ ]

Birth Location: [ ]

☐ Waive Data Protection

Biographical History

Effective Date: 04/10/2019

Gender: Unknown

Highest Education Level: A-Not Indicated

Marital Status: Unknown

As of: 03/25/2019

Language Code: [ ]

Alternate ID: [ ]

☐ Full-Time Student

National ID

Country: USA

National ID Type: Social Security Number

National ID: [ ]

Primary ID: [ ]

OK Cancel Apply Refresh

Biographical Details | Contact Information | Regional | Organizational Relationships

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.

Biographical Details **Contact Information** Regional Organizational Relationships

Buzz Lightyear Empl ID NEW

**Current Addresses**

Address Type	As Of Date	Status	Address		
Home	04/10/2019	A	1000 Test Way Atlanta, GA 30327	<a href="#">Edit/View Address Detail</a>	+ -

**Phone Information**

*Phone Type	Telephone	Extension	Preferred		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -	

**Email Addresses**

Email Type	Email Address	Preferred		
Business <input checked="" type="checkbox"/>	martiny@abotc.edu	<input checked="" type="checkbox"/>	+ -	

**Instant Message IDs**

*IM Protocol	*IM Domain	*Network ID	Preferred		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	+ -	

OK Cancel Apply Refresh

Biographical Details | Contact Information | Regional | Organizational Relationships

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.

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

Buzz Lightyear Person ID NEW

USA

Ethnic Group

Regulatory Region USA United States

Ethnic Group

Primary

History

Effective Date 04/10/2019 Date Entitled to Medicare

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status Not indicated

Military Discharge Date Edit Discharge Date

Smoker History

Smoker As of

OK Cancel Apply Refresh

Biographical Details | Contact Information | Regional | Organizational Relationships

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.

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

Buzz Lightyear Person ID NEW

Choose Org Relationship to Add

☒ Employee

☐ Contingent Worker

☐ Person of Interest

Select Checklist Code

Add Relationship

OK Cancel Apply Refresh

Biographical Details | Contact Information | Regional | Organizational Relationships

## Add Job Data

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

2. Use the **Work Location** page to specify information about 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**.
6. The **Position Number**, **Company**, **Business Unit**, **Department** and **Location** fields will default from Recruiting.
7. Select the **Job Information** tab.

The screenshot shows the 'Manage Hires Detail' page with the 'Work Location' tab selected. The page displays the following information:

- Employee:** Tony Smith, Empl ID: 101012907, Empl Record: 0
- Work Location Details:**
  - Effective Date: 04/07/2019
  - Effective Sequence: 0
  - HR Status: Active
  - Payroll Status: Active
  - Action: Hire
  - Reason: (empty)
  - Job Indicator: Primary Job
  - Position Number: 00003569 (FUNCTIONAL ANALYST)
  - Position Entry Date: 04/07/2019
  - Regulatory Region: USA (United States)
  - Company: 890 (State Board for Comm. and Tech)
  - Business Unit: HR890 (SBCTC)
  - Department: 98675
  - Department Entry Date: 04/07/2019
  - Location: MAINL (State Board for Comm. and Tech)
  - Establishment ID: 890 (SBCTC)
  - Last Start Date: 04/07/2019
  - Expected Job End Date: (empty)
  - Date Created: 05/06/2019
- Navigation:** Tabs for Job Data, Employment Data, Earnings Distribution, and Benefits Program Participation. Buttons for OK, Cancel, Apply, and Refresh.

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.



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

Effective Date 04/10/2019  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Hire  
Reason  
Job Indicator Primary Job  
Current

Job Code 009506 FUNCTIONAL ANALYST  
Entry Date 04/10/2016  
Supervisor Level  
Supervisor ID   
Reports To  
Regular/Temporary Regular  
Emp/Class   
Regular Shift Not Applicable  
Full/Part Full-Time  
Officer Code None  
Shift Rate  
Shift Factor

Standard Hours  
Standard Hours 40.00  
FTE 1.000000  
Work Period W Weekly

Contract Number  
Contract Number   
Contract Type  
Next Contract Number

USA

Job Data Employment Data Earnings Distribution Benefits Program Participation

OK Cancel Apply Refresh

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

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

Effective Date 04/07/2019  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Hire  
Reason  
Job Indicator Primary Job  
Current

Bargaining Unit   
Labor Agreement   
Labor Agreement Entry Dt   
Employee Category   
Employee Subcategory   
Employee Subcategory 2   
Position Management Record  
Union Code  
Union Seniority Date   
Works Council ID  
Labor Facility ID   
Entry Date   
Stop Wage Progression  
Pay Union Fee  
Exempt from Layoff  
Reason

Assigned Seniority Dates  
Seniority Date Control Value Labor Seniority Date Override Override Reason

Recalculate Seniority Dates

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.

The screenshot shows the 'Payroll' tab selected in the top navigation bar. The employee's name is 'Buzz Lightyear' and the employee ID is '101012906'. The 'Effective Date' is '04/10/2019'. The 'Payroll System' is 'Payroll for North America'. The 'Absence System' is 'Other'. The 'Payroll for North America' section contains the following fields: 'Pay Group' (highlighted with a red box), 'Employee Type' (highlighted with a red box), 'Tax Location Code' (highlighted with a red box), 'GL Pay Type', 'Combination Code', 'Holiday Schedule' (set to 'NONE'), and 'FICA Status' (set to 'Subject'). The 'Go To Row' button is visible. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons, and a 'Refresh' button.

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.

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

Buzz Lightyear  
Employee

Empl ID 101012906  
Empl Record 0

Salary Plan Details (?)

Effective Date 04/10/2019

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Hire

Reason

Job Indicator Primary Job

Go To Row

Salary Admin Plan

Grade

Step

Grade Entry Date

Step Entry Date

Includes Wage Progression Rule

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

OK Cancel Apply Refresh

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

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.

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

Buzz Lightyear  
Employee  
Empl ID 101012906  
Empl Record 0

Compensation Details ⓘ

Effective Date 04/10/2019  
Effective Sequence 0  
HR Status Active  
Payroll Status Active  
Action Hire  
Reason  
Job Indicator Primary Job  
Current ☐

Compensation Rate 0.000000  
\*Frequency S  
Semimonthly

Go To Row

Comparative Information ⓘ

Pay Rates ⓘ

Default Pay Components

Pay Components ⓘ

Amounts | Controls | Changes | Conversion | It

*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent		
	0					+	-

Calculate Compensation

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

OK Cancel Apply Refresh

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

## Employment Information

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

Employee  
Empl Record 0

Organizational Instance ⓘ

Organizational Instance Rcd 0  
Last Start Date  
Termination Date  
Org Instance Service Date 04/10/2019  
Original Start Date 04/10/2019  
First Start Date  
Years Months Days  
0 0 1  
Override ☐

Organizational Assignment Data ⓘ

Instance Record

Last Assignment Start Date	Assignment End Date	Home/Host Classification	Company Seniority Date	Benefits Service Date	Seniority Pay Calc Date	Probation Date	Professional Experience Date	Business Title	Position Phone
04/10/2019		Home	04/10/2019	04/10/2019	04/10/2019			FUNCTIONAL ANALYST	

First Assignment Start 04/10/2019  
Years Months Days  
0 0 1  
Time Reporter Data  
Last Verification Date

USA

Job Data | Employment Data | Earnings Distribution | Benefits Program Participation

OK Cancel Apply Refresh

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**.

The screenshot shows the 'Time and Labor Data' form. The title bar is 'Time and Labor Data'. Below it is a 'Time Reporter Data' section with a search bar and '1 of 1' results. The form contains several fields and sections:

- \*Effective Date:** 04/11/2019 (highlighted with a red box)
- \*Status:** Active (dropdown menu)
- \*Time Reporter Type:** Elapsed Time Reporter (dropdown menu, highlighted with a red box)
- Elapsed Time Template:** (text field with search icon)
- Punch Time Template:** (text field with search icon)
- Time Period ID:** (text field with search icon)
- \*Workgroup:** (text field with search icon, highlighted with a red box)
- \*Taskgroup:** (text field with search icon and refresh icon, highlighted with a red box)
- Task Profile ID:** (text field with search icon)
- TCD Group:** (text field with search icon)
- Restriction Profile ID:** (text field with search icon)
- Rule Element 1-5:** (text fields with search icons)
- Time Zone:** PST (dropdown menu with search icon)
- Payroll:** ☒ Send Time to Payroll
- Commitment Accounting:** ☐ For Taskgroup, ☐ For Department
- Buttons:** OK (highlighted with a red box), Cancel, Refresh

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

Employee Empl Record 0

**Organizational Instance** ?

Organizational Instance Rcd	0	Original Start Date	04/10/2019	<input type="checkbox"/> Override
Last Start Date		First Start Date		
Termination Date		Years	Months	Days
Org Instance Service Date	04/10/2019	<input type="checkbox"/> Override	0	0 1

**Organizational Assignment Data** ?

**Instance Record**

Last Assignment Start Date	04/10/2019	First Assignment Start	04/10/2019
Assignment End Date			
Home/Host Classification	Home	Years	Months Days
Company Seniority Date	04/10/2019	<input type="checkbox"/> Override	0 0 1
Benefits Service Date	04/10/2019	<input type="checkbox"/> Override	0 0 1
Seniority Pay Calc Date	04/10/2019	<input type="checkbox"/> Override	0 0 1
Probation Date	<input type="text"/>		
Professional Experience Date	<input type="text"/>	Last Verification Date	<input type="text"/>
Business Title	FUNCTIONAL ANALYST	Position Phone	

USA

Job Data Employment Data Earnings Distribution **Benefits Program Participation**

OK Cancel Apply Refresh

## 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**.

Benefit Program Participation

Tony Smith

Employee

Empl ID 101012907

Empl Record 0

Benefit Status

Benefit Record Number

01

Go To Row

Effective Date

04/07/2019

Effective Sequence

0

Action

Hire

HR Status

Active

Reason

Payroll Status

Active

Job Indicator

Primary Job

\*Benefit System

Base Benefits

Current

Annual Benefits Base Rate

USD

Benefits Employee Status

Active

Benefits Administration Eligibility

BA Group ID

Elig Fld 1

Elig Fld 2

Elig Fld 3

Elig Fld 4

Elig Fld 5

Elig Fld 6

Elig Fld 7

Elig Fld 8

Elig Fld 9

Benefit Program Participation Details

\*Effective Date

05/06/2019

Currency Code

\*Benefit Program

Job Data

Employment Data

Earnings Distribution

Benefits Program Participation

OK

Cancel

Apply

Refresh

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