



HUMAN RESOURCES
MANAGEMENT

CSUDH Custom: eHire
HCM 9.0 Business Process Guide

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Introduction

The eHire Form Guide describes the pages and fields needed to properly complete an eHire using PeopleSoft.

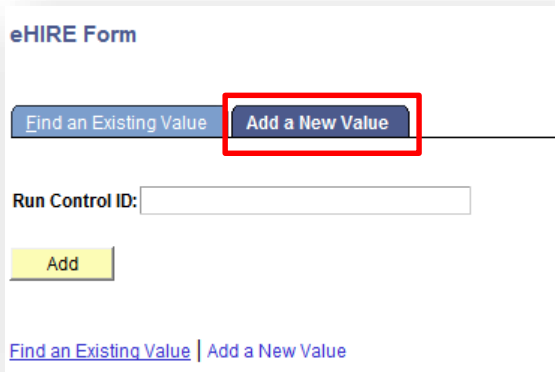
The eHire is used as a hiring document. With all the Action/Reasons the goal is to **HIRE** a person. It could be an initial hire, hire for a prior employee or a re-Hire (for various reasons).

This guide describes the process for completing an eHire form. This guide should be used whenever a Human Resource and/or Payroll 'hire' transaction needs to occur. The department is responsible for the communication of the transaction information to Human Resource and/or Payroll.

Processing Steps

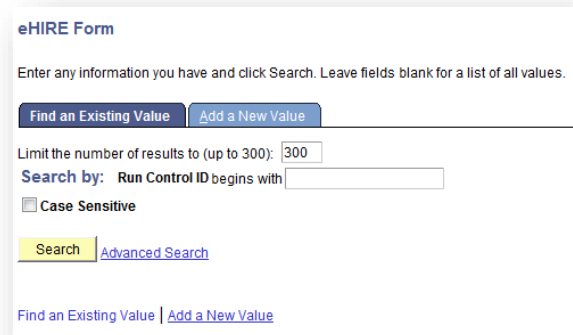
Navigation: CSUDH Custom > eFAST/eHire Form > eHire Form

- Select Add a New Value.



The screenshot shows the 'eHIRE Form' interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red rectangular box. Below the buttons, there is a text input field labeled 'Run Control ID:' and a yellow 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- You must create at least one “Run Control ID”
- You can have more than one Run Control ID
- Click “Add”



The screenshot shows the 'eHIRE Form' interface with search options. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below the buttons, there is a text input field labeled 'Run Control ID begins with'. To the left of this field, there is a 'Search by:' label. Below the input field, there is a checkbox labeled 'Case Sensitive'. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

- A Run Control ID is used to track the reports and forms that you generate and is required in order to generate an eHire. It can be any letter, word, number or phrase you choose. It can be used or selected repeatedly

Run Control ID: 1
Language: English

Employee Hire Parameters

*Action *Reason

*Effective Date

*Position *Salary Grade

Department Reg/Temp

Job Code

*Salary

*Empl Class FTE Fraction / Decimal

Reports To

*Comments

- Once you click “Add” you will be brought to an information page
- Use the icon to look up the various options
- Enter the ‘Action’
- Based on the Action select the ‘Reason’
- Enter Effective date

If REH/REH selected above click



- Enter the prior employees ID #
- Select the appropriate Empl Rcd# (Employee Record #)
- Then click
- You may need to select the Rehire Type as well


If HIR selected above click



- Enter the employees First, Middle and Lastname.
- Then click

Run Control ID: 1
Language: English

Employee Hire Parameters

*Action  *Reason 

*Effective Date 


*Position  *Salary Grade 


Department Reg/Temp




Job Code

*Salary

*Empl Class FTE Fraction / Decimal

Reports To 

*Comments 

- Enter the position number
- Enter the Salary Grade
- If necessary, Enter the Expected Job end date
- Enter the Base Salary from the salary schedule
- Select the Employee Class (Regular, FERP, Temp, Emergency Hire, Intermittent, Etc)
- Enter the FTE (Timebase)
- If necessary, Enter the Pay Plan
- If necessary, Enter the months off
- Enter the Supervisors position number
- Enter all relevant comments such as reason for the transaction, Recruitment number, Months off, etc.

Run Control ID: 1 [Report Manager](#)
Language: English

Employee Hire Parameters

Katness Everdeen **3** [Print eHire Form](#)

*Action Hire *Reason Appointment
2 [Enter Employee Name](#)

*Effective Date *Salary Grade
*Position LEC - AY - Part-Time Faculty Reg/Temp Temporary
Department 28100 CLINICAL SCIENCE
Job Code 2358 Lecturer AY
*Salary Expected Job End Date
*Empl Class FTE Fraction / 1/2 Decimal 0.500000

Pay Plan

10/12 11/12 12/12

Reports To

*Comments

[Save](#) **1** [Add](#) [Update/Display](#)

eHIRE Form | eHIRE NAME

1. Click [Save](#)
2. Click [Print eHire Form](#)
3. Click Report Manager

The screenshot shows the 'Administration' tab in the Report Manager. The 'View Reports For' section is populated with 'User ID: aredwards', 'Type: [dropdown]', 'Last [dropdown]', and '1' in a text box. Below this, 'Status: [dropdown]', 'Folder: [dropdown]', 'Instance: [text box]', and 'to: [text box]' are visible. The 'Report List' table contains the following data:

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	21575	935319	DHHCM002	05/21/2012 3:36:40PM	Acrobat (*.pdf)	Processing	
<input type="checkbox"/>	21571	935313	DHHCM002	05/21/2012 3:30:12PM	Acrobat (*.pdf)	Posted	Details

- You are now in the Report Manager where you can retrieve your document
- You may need to click on the Administration tab
- If under status you do not see “Posted” click on the yellow refresh button until you see “Posted”
- Highlighted in blue under Description is the PeopleSoft name of your report.
- Click the description name in blue to view and print a .pdf version of your eHire report (form)
- If you have a pop-up blocker activated, you will need to deactivate the blocker by holding down the control key while clicking on

- The information you selected in the PeopleSoft screens will populate on the .pdf eHire form.
- The eHire form is ready to be sent to your printer.
- If everything is correct, you are ready to have your eHire form signed by the appropriate administrators

FACULTY, ADMINISTRATOR & STAFF TRANSACTION FORM

California State University Dominguez Hills
 Processed by: aredwads on 05/21/2012

ACTION HIR - Hire **REASON** APT - Appointment
NAME Katness Everdeen

Position Number: 00000120	Title: LEC - AY - Part-Time Faculty	Base Monthly Salary: 5,000.00
Emp Class: Temp	Range and/or Step: 2	Job Code:
Effective Date: 01/25/2012	Time Base: 1/2	Pay Plan: 335
End Date: 05/23/2012	Dept: CLINICAL SCIENCE	Months Off:
Reports To:		
Funding: 28100 AADHT 601804 / 100% / G10		
Comments: New Hire, Rec #1500		

 Dean/Director Date Vice President/Designee Date Budget Office Date

PAYROLL/HR ONLY

PeopleSoft Hire a New Employee

DOB: / /	Address:	Pay Group :
Sex:	SSN:	Tax Location: CA
Highest Degree Code:	Ethnicity:	Holiday Schedule:
Degree Year:	Military:	Misc Comments:
FICE:	Disability:	

Education Information (if applicable)

License / /	License / /
Credential / /	Certificate / /

Payroll Tax Information (EAR)

Federal Marital Status:	State Marital Status:	Salary Over Max Range:
Total Federal Exemptions:	Total State Exemptions:	Monthly Salary (+)
Addl Tax - Federal: \$	Addl Tax - State: \$	Range Max (-)
Federal/State Exempt: \$	Non-Disclosure:	Red Circle Amt (=)

PIMS Information

Probation Code:	MPP Code:	Retirement Code:
Probation End Dt:	MSA Date:	Misc Comments:
DIP Elig Date:	Sabbatical Elig Date:	Anniversary Date:
Recruit Agency:	Recruit School:	

Retirement Option: Misc. Safety Not Applicable Medicare TY Other
 Last Employed by CA State Agency or Campus: _____ Last Employed by CA Public Agency _____

Agency/Campus Name	Date Separated(mo/yr)	Agency/Campus Name	Date Separated(mo/yr)
_____	____/____	_____	____/____
Last Name (If Different)		Last Name (If Different)	
_____		_____	

Active member of Cal PERS? YES NO Retired annuitant from PERS? YES NO Active member of STRS? YES NO
 Eligible for Benefits? YES NO Parking Deduction? YES NO Completed by _____

 Academic Personnel Date Human Resources Date President Date

Appendix

Action	Code	Reason	Use for
HIR – Hire	APT	Appointment	Hire for initial CSU appointment
HIR – Hire	PRI	Appoint a Former Employee Prior PS	Rehire a former employee who was not converted into PeopleSoft
REH – Rehire	REH	Rehire	Rehire a separated employee