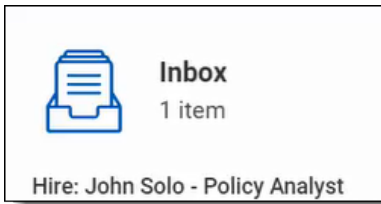


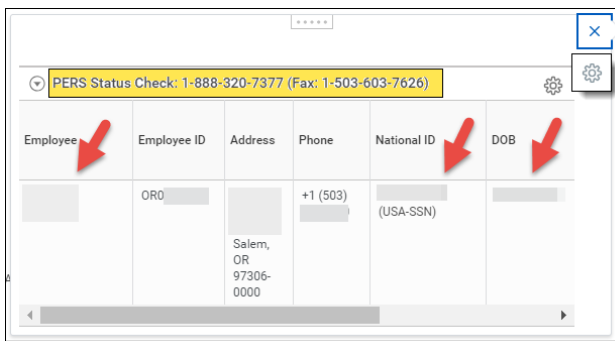
Hire

This job aid will walk an HR Partner through the steps of how to hire a new employee.

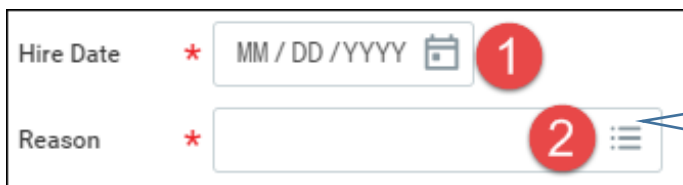
Step 1: From the Inbox, click on the *Hire* task



PERS Class Plan will need to be entered based on information obtained during the PERS Status check conducted by the PERS authorized representative for your agency. <https://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>. Information needed for the status check will be available here if they completed the tasks to provide their DOB and IDs,



Step 2: Enter/Verify the **Hire Date** (1). Enter the **Reason** using the menu prompt (2).



Reason for the hire and Employee Type on the position must match or you will not be able to populate the Benefit Service Date. Example, if the Reason is "Limited Duration" the Employee Type must also be "Limited Duration," not Temp (fixed term).

Do not use the "X" to remove the current location, instead use the menu prompt or type in the search field to select a new location. Clicking on the X will remove the job classification field.

Location * X Salem / Executive Building - DAS ☰

Step 3: Scroll down to *Additional Information* and click on the arrow down prompt to open the field.



Step 4: In the *Job Classification* box click on the menu prompt.



Step 5: From the menu prompt, select the **Job Classification** for each of the 6 required fields listed below. For each *Job Classifications* menu, there will be a sub menu that will contain information for all classification types. *Required Job Classifications:*

- Holiday Code
- Timesheet Code
- Overtime Eligible
- Pay Basis Code
- Service Type Code
- PERS Class Plan


Step 6: Enter the **Benefits Service Date** (Salary Eligibility) (1) and the **Company Service Date** (when employee starts at the agency) (2). Click **Submit**.

First Day of Work	*	01 / 15 / 2019	
Continuous Service Date	*	01 / 15 / 2019	
End Employment Date			
Benefits Service Date	1 *	01 / 15 / 2020	
Company Service Date	2 *	01 / 15 / 2019	

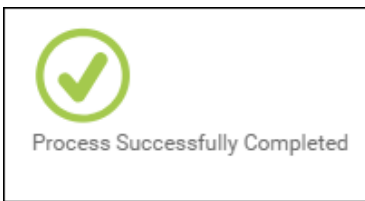
The *Grade Profile* will determine *Union Membership*, *Probation Period* and *Pay Group*. If the event is today or in the past, the union and probation period will populate automatically. If the event is in the future, the union and probation will appear at 12:01 a.m. the day the event becomes effective. If you need a different Probation Period than the one that populates, you can edit it to change it. See job aid [Manage Probation Periods \(Trial Service Dates\)](#).

Step 7: If the employee did not complete the tasks to add *Social Security Number, Address, or Date of Birth* during the recruiting process, those tasks will now come up for the HR Partner to complete.

Step 8: If the *Propose Compensation Hire* step was not completed as part of the recruitment process it will now come up as a task for the HR Partner.


	<p>If compensation details were not completed during the recruitment process, Propose Compensation will be the next step in this process.</p> <p>Refer to Candidate Offer job aid for step by step instructions.</p>
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If *Offer* step was completed previously, you will get a *Process Successfully Completed* notification.



Next Step in the Onboarding process is an *Inbox* item for the Employee.


Up Next

 John Solo

Onboarding for John Solo - Onboarding Questionnaire
Due Date 01/17/2019

Details and Process

For **Policy Analyst**

Overall Process Hire: John Solo 


Overall Status Successfully Completed

Due Date 01/29/2019

You can confirm the Hire process has been successfully completed by clicking on the arrow next to *Details and Process*.

Success! Event submitted
Manage Union Membership for Worker: John Solo - Management Service - Non-Supervisory (Action)

Up Next

 John Solo
Onboarding for John Solo - Onboarding Questionnaire
Due Date 01/17/2019

Do Another
Manage Union Membership

Details and Process