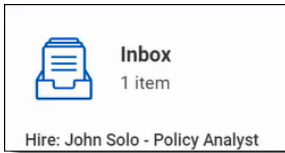



Hire Intern, paid

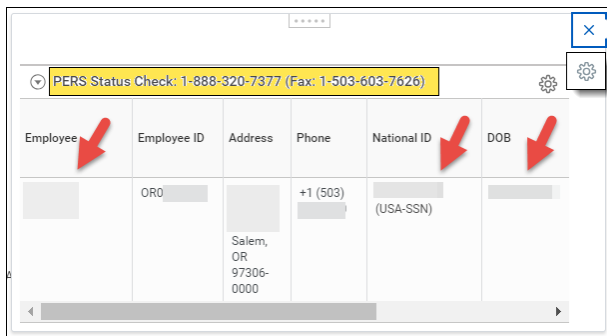
This job aid will walk an HR Partner through the steps of how to hire an intern as a temporary employee.

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

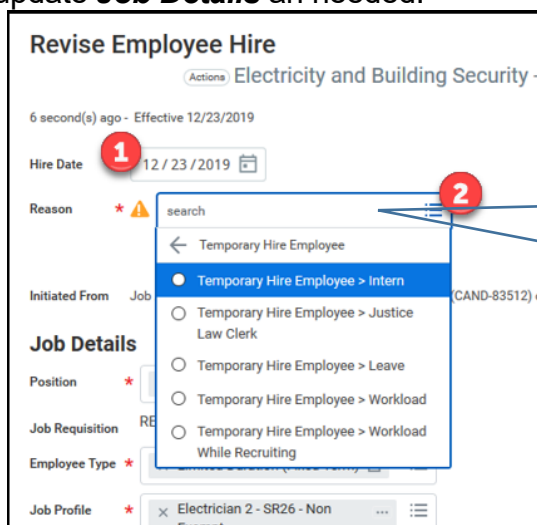





PERS Class Plan will need to be entered based on information obtained during the PERS Status check conducted by the PERS authorized representative for your agency. <https://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>. If the employee completed the tasks for providing their DOB and IDs, information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



Step 2: Enter/Verify the **Hire Date** (1). Enter the **Reason** using the menu prompt (2). Review and update **Job Details** as needed.



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 "Temporary Hire" the Employee Type must also be "Temporary," not Limited Duration.



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 prompt to open the field.

⌵ **Additional Information**






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


Additional Job Classifications * ☰

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

Step 6: Enter the required service dates (*) and click **Submit**.

First Day of Work	*	MM / DD / YYYY 
Continuous Service Date	*	MM / DD / YYYY 
End Employment Date	*	MM / DD / YYYY 
Benefits Service Date		MM / DD / YYYY 
Company Service Date	*	MM / DD / YYYY 

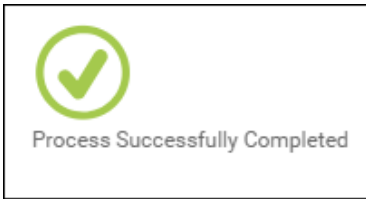


The *Grade Profile* will determine *Union Membership*, *Probation Period* and *Pay Group*. If the event is today or in the past, the union and probation period will populate automatically. If the event is in the future, the union and probation will appear at 12:01 a.m. the day the event becomes effective.

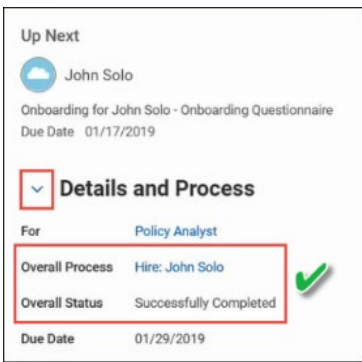
Step 7: If the employee did not complete the tasks to add Social Security Number, Address, or Date of Birth during the recruiting process, those tasks will now come up for the HR Partner to complete.

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. Refer to [Candidate Offer](#) job aid for step by step instructions.

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.



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

