

Hire, board member

This job aid provides step by step instructions on how to process the hire of a board member external candidate and as an additional job for a current employee. Board Administrator Partners can complete this task.



There are two types of board appointments. Limited Duration will be used for boards who use the Oregon State Payroll System. Contingent Worker will be used for board appointments to boards who don't use the Oregon State Payroll System.

Step 1: The recruiting process has been successfully completed. The Board Administrator Partner now has the *Hire* task in their inbox. Click on the task to open it.

Hire: Lucy Diamond - Board of Agriculture | Board Member ☆

34 second(s) ago - Effective 09/28/2021

Note: The position you are hiring into must be vacant. [Terminate](#) the previous member before starting this process.

Step 2: Verify the hire date is correct and change if needed. Enter the **Reason**. Review and update *Job Details* as needed. *Use the **Reason Additional Job** if this is an internal candidate with a Board Member Position as an Additional Job.

Revise Employee Hire Lucy Diamond Board of Agriculture (Official Board)

34 second(s) ago - Effective 09/28/2021

Hire Date * 09/28/2021

Reason * Limited Duration Hire Employee > Other

Initiated From Job Application: Lucy Diamond - REQ-76591 Board of Agriculture | Board Member (CAND-226853) on 09/29/2021

Job Details

Position * Board of Agriculture | Board Member

Job Requisition REQ-76591 Board of Agriculture | Board Member (Open)

Employee Type * Limited Duration (Fixed Term)

Job Profile * Board and Commission Member - SR00 - Exempt

Time Type * Part time

Location * Employee Exempt From Mass Transit Tax

Limited Duration Hire Employee > Other for *Employee* type.

Board / Commission Member Appointment > Board / Commission Member Appointment for *Contingent Worker* type.

Employee Type - Limited Duration (Fixed Term) for OSPS boards.

Contingent Worker Type – Board Member for non-OSPS boards.

Contingent Workers Only – Click on the prompt to open *Contract Details*. Add the member’s term end date in the **Contract End Date** field.

Contract Details

Independent Contingent Worker

Supplier

Default Payment Terms

Contract End Date

Step 2 continued: Scroll down to update the **Job Title** and **Business Title**. Suggested format Board Member | Qualification (if any) | Official Board name. Change the **Scheduled Weekly Hours** to zero.

Additional Information

Job Title

Business Title

Scheduled Weekly Hours

FTE 0%

Alert:
The FTE is zero. The FTE value can affect FTE reporting, benefits, and payroll for the worker. Ensure that the Default Weekly Hours and Scheduled Weekly Hours are correct.

Add the 6 required **Additional Job Classifications** codes and employment dates.

Additional Job Classifications

Work Shift

First Day of Work

Continuous Service Date

End Employment Date

Benefits Service Date

Company Service Date

enter your comment

- 01. Pay Basis Code
- 02. Timesheet Code
- 03. Overtime Eligible
- 04. Holiday Code
- 05. PERS Class Plan
- 06. Service Type Code
- 07. Job Share
- 08. Concurrent Job Number
- 09. PERS Plan
- 10. Underfill
- 11. Internship
- EEO-4 Job Categories
- Inactive (inactive)

These are the 6 required Job Classification codes for Limited Duration Board Members:

- Timesheet code – N
- PERS Class Plan – B
- Overtime Eligible – N
- Holiday Code – N
- Pay Basic Code – U
- Service Type Code – Y

*Contingent Workers require only 1 Job Classification code, select: Timesheet code - N

Add Dates.

Work Shift

First Day of Work * 09/28/2021

Continuous Service Date * 09/28/2021

End Employment Date * 06/30/2023

Benefits Service Date 09/28/2021

Company Service Date * 09/28/2021

enter your comment

End Employment Date – Member’s term appointment end date

Benefit Service Date and Company Service Date – Same as the First Day of Work

*Contingent Workers will only have First Day of Work.

Click **Submit**

Step 3: Up Next will display to *Add Social Security Number*. Click **Open** to process now, or open from your inbox task if you do not currently have the candidate’s SSN. Click the plus (+) icon under *National IDs* and enter the SSN information. If the candidate completed their tasks during of the offer process, the SSN will be populated with what the candidate entered. Click **Approve**.

Success! Event submitted

Up Next: , Add Social Security Number

[View Details](#)

Open

Add Social Security Number: Lucy Diamond

5 second(s) ago

Edit Government IDs Lucy Diamond

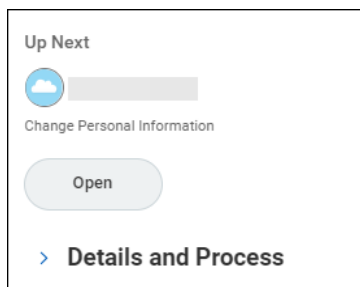
5 minute(s) ago

Proposed IDs


National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By
	United States of America	Social Security Number (SSN)	-9665		<input type="text"/>	<input type="text"/>	

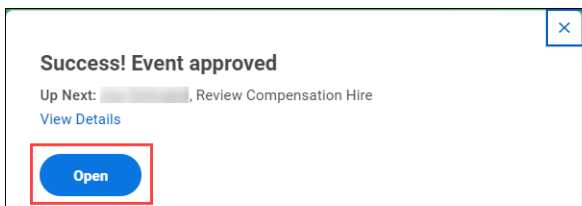
Step 4: Up next will display to *Change Personal Information*. Click **Open**. Enter Board Member's Personal Information. If the candidate completed their tasks during the offer process, Personal Information will be populated with what they entered. Click **Submit**.



Step 5: Review the compensation on the hire. Eligibility for salary may not be determined until the hire and onboarding tasks are complete. Verify the Guidelines and Salary. Leave the salary blank until the attestation form is received from the new hire. Use the **X** to remove the Salary box if it is not already removed. Click **Submit**.



For Board Members with *Additional Jobs*, the salary will be placed on the appropriate position for the board they are serving.



Guidelines

- Total Base Pay Range**
● 0.00 - 0.00 USD Monthly added
- Compensation Package**
● General Compensation Package added
- Grade**
● 00 added
- Grade Profile**
● B-00-AE added
- Step**
(empty)
- Progression Start Date**
(empty)

Salary

Add

The hire event is complete. If the hire date is today or in the past, you can now search for the new hire to find the OR number or CW number. Onboarding tasks will be sent to the new hire. If the hire date is in the future, the hire will be in-progress until the day of the hire.

