



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.

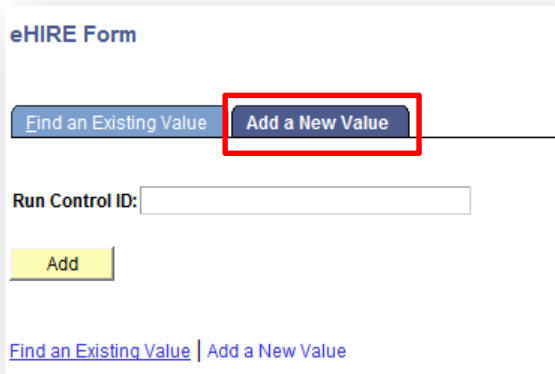
The eHire is used as a hiring document. With all the Action/Reasons the goal is to **HIRE** a person. It could be an initial hire, hire for a prior employee or a re-Hire (for various reasons).

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

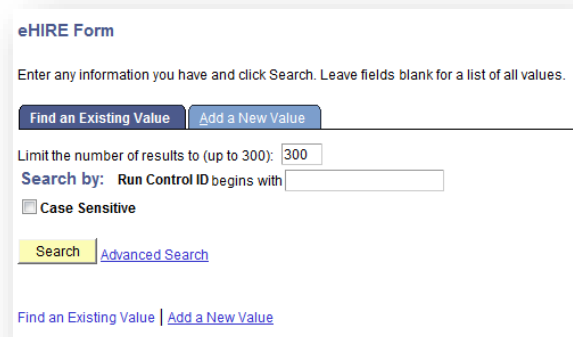
Navigation: CSUDH Custom > eFAST/eHire Form > eHire Form

- 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



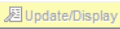
Job Code

*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

*Action Hire *Reason Appointment

*Effective Date 2

*Position LEC - AY - Part-Time Faculty *Salary Grade

Department 28100 CLINICAL SCIENCE Reg/Temp Temporary

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

1

[eHIRE Form](#) | [eHIRE NAME](#)

1. Click
2. Click
3. Click Report Manager

The screenshot shows the 'Administration' tab in the Report Manager. The 'View Reports For' section includes filters for User ID (aredwards), Type, Last, Status, Folder, and Instance. The 'Report List' table is as follows:

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	<u>DHHCM002</u>	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

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