ADD EMPLOYMENT INSTANCE
(Additional Job)

(This action is to be used whenever you are hiring an employee (such as a student) who is currently in the system in another department for which you do not have access. It is also used to hire an employee who previously worked at CU in a department for which you do not have access. To determine whether or not someone is currently or previously employed at CU use the following navigation: Workforce Administration/Global Assignments/Person Organizational Summary.)

(Workforce Administration/Global Assignments/Person Organizational Summary)

1. **Employee ID** # or name. If the person is or has been employed at Clemson you will receive a screen showing those jobs. It will tell you whether or not the person is active or inactive in the system. Note the employee record number. **Please note the top line of the panel – if View All is highlighted and it shows more than one row – click on View All. This will show all the jobs on one page.** (If you are not certain you have chosen the correct employee please contact HR immediately for assistance.)

   *(If the person was previously employed in the department in which you are now hiring them they should not be entered as an additional job – but go to that record and enter it as a rehire.)*

2. After you have determined what record number your hire will be proceed as follows:

   (Workforce Administration, Job Information, Add Employment Instance)

   1. **Employee ID** – Enter the 6 digit number
   2. **Employee Record Number** – Enter the record number you are now entering
   3. **Click on Add**

**Work Location**

1. Effective Date – enter the date person is being hired
2. Action – will default in as **Hire**
3. Reason – choose **Additional Job** (regardless of type of employee being hired)
4. Job Indicator – Change to Primary. (You will receive a warning stating a person can have only one primary job – click OK and continue.)
5. Position Number – only applies if being hired into a position – otherwise leave blank
6. Department Number – if hiring into a position it will default in from the position – otherwise it will need to be filled in with the hiring department number

**Job Information**

1. Job Code – enter appropriate job code as applies to student, intermittent or visiting scholar (if position – will default from position side)
2. Supervisor ID – enter the supervisor’s six-digit employee ID# (if position – will default from position side)
3. Regular/Temporary – will default in from position side – if not choose from the drop box
4. Full/Part – will default from position – if not choose from the drop box
5. Employee Class – choose appropriate employee class from list
6. Classified Indc – will default in – either from the position or employee class (if not in position)

**Standard Hours**

1. If hiring into position – will default from position information – otherwise enter the appropriate hours
2. FLSA Status – will default in based on the job code – do not change this information.  *(If you have questions please contact your analyst in Classification and Compensation.)*

**Payroll**

1. Pay Group – choose appropriate pay group – 12H for hourly, 12L for Annual with Lag, 9MA for Nine Month Academic or INT for Intermittent
2. Employee Type – defaults in with pay group

**Salary Plan**

1. If hiring student or Intermittent – nothing to enter.
   - If hiring into classified position – choose N from drop box and enter the next review date
   - If hiring into faculty position – enter the appropriate faculty rank and tenure information

**Compensation**

**Pay Components**

1. Rate Code – choose appropriate code from drop down list
2. Comp Rate – enter hourly rate or salary to be paid
3. Calculate Compensation

*Note:* Be sure to check the Comp Frequency – top and bottom of the panel – to make sure they are the same and match the rate code.  *For example – if the rate code is hourly – then both should be H.*

**Earnings Distribution**

1. Earnings Distribution Type – enter by percent or amount
2. Job Earnings Distribution – enter the compensation rate or percent to be paid from account
3. Edit Account Code – enter the chart fields as required for the account number being paid from (if being paid from more than one account – insert row and enter account information)

**Employment Data**

1. Business Title – will default in from position information (otherwise fill in information)
2. Position Phone – will default in from position information (otherwise fill in information)

**CU Business Address**

1. Address 1 – enter office address
2. City, State
3. Postal Code – enter zip
4. County – enter county code (only – not the name of county) where the position is located
Benefit Program Participation

1. Benefit Record Number (top left) – Will default in as 0 – be sure to change to match the Employee Record Number
2. Benefits System – should default in as Base Benefits
3. Effective Date – the current date will default in – change to effective date of hire
4. Benefit Program – choose appropriate code from list

Click OK (to save) – (Again you will receive a warning stating a person can have only one primary job – click OK and continue.)

(Workforce Administration, Personal Information, Biographical, Modify a Person)

Employee ID – Enter the 6 digit number

Biographical Details

1. Name, Biographical Information, Biographical History, National ID – check information. Email Human Resources to make any changes.

Contact Information

1. Current Address, Phone Information, Email Address – check information. Email Human Resources to make any changes.

Regional

1. Ethnic Group, Citizenship Proof – check information. Email Human Resources to make any changes.