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.)

(Employee ID) – Enter the 6 digit number

(Work Location)
1. Insert a row
2. Effective Date – enter the date person is being rehired
3. Action – will default in as Hire
4. Reason – choose Additional Job
5. Job Indicator – will default in
6. Position Number – only applies if being hired into a position – otherwise leave blank
7. 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 (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

(Payroll)
1. Pay Group – choose appropriate pay group – 12H for hourly, 12L for Annual with Lag or 9MA for Nine Month Academic
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

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. Benefits System – should default in as Base Benefits
2. Effective Date – the current date will default in – change to effective date of hire
3. Benefit Program – choose appropriate code from list

OK (to save)

(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.