Hire a Non Applicant (Employee)

- Sign in to PeopleSoft
- Click Workforce Administration
- Click Personal Information
- Click Biographical
- Click Add a Person

Click the **Add the Person** link.
• Enter the Effective Date.

• Click the Add Name link to enter the person’s name.

Once you click Add Name, the Edit Name screen appears.

• Enter the person’s full name.

• The Refresh Name button will populate the Display Name, Formal Name, and Name. Clicking Refresh Name is optional.

• Click OK to return to the Biographical Details tab.
Biographical Details-

- Enter Date of Birth. Enter Birth State and Birth Location, if known.
- Enter Gender, Highest Education Level and Marital Status using the drop down menus.
- Leave Social Security Number in the National ID Type box and enter the National ID number. After entering the number, click the Tab key on your keyboard. The system will let you know if that SS# already exists in the system.

Enter current date here.
Contact Information-

- After entering Social Security Number on Biographical Details, click Contact Information to continue.
- Click Add Address Detail to enter the person’s home address.

- The Address History page appears. Click Add Address.

- Enter the person’s home mailing address including county code and click OK.
The Address information populates. Click OK to return to the Contact Information page.

After clicking OK, the Address appears on the Contact Information page.

Select Home for Phone Type and enter the home (personal) number. Do Not enter work phone numbers on this page.

The Email Address will default in the night after the hire is entered.
• Click the Regional tab to continue.
• Click the magnify glass icon to select the appropriate Ethnic Group.
• Enter the types of Citizen Proof that the employee used.
  o Examples:
    Driver’s License= DL                              International Hire Form= IHF
    Social Security Card= SSC                          Passport= PP
    Birth Certificate= BC                             Temporary Social Security # = TSS

• Click the Organizational Relationships tab to continue.
• **Always** select Employee for a paid person. Contingent Worker is **only** for non paid.
• Do not click Save. Instead, click Add the Relationship. Once you click on Add the Relationship, a Person ID will appear and the system will go to the Job Data Screens.
• After clicking on Add the Relationship, the system takes you to the Job Data screens.
• At the top of the Work Location screen the person’s name is shown along with EMP and an ID number. EMP represents a paid employee. If you enter a non paid employee, CWR would be shown to the right of the person’s name.
• The Effective Date needs to be the date the person will begin working.
• Hire defaults in as the Action. Choose the appropriate Reason from the drop down menu.
• Enter a Position Number if the person is being put into a position. If not, leave blank.
• The information below Position Number defaults in based on the position number you enter. If you are not putting the person in a position, then you will need to manually enter the information.
• At the bottom, the system shows who last updated the record along with the date/time the update was entered.
• In the upper right corner on the Work Location tab (not shown above) there are two buttons: Calculate Status and Dates and Go To Row.
• Calculate Status allows one click to update any changes to dates.
• Go to Row allows you to type in a job data row # to go directly to.
• Click the Job Information tab to continue.

• All information defaults in based on the Position Number except Empl Class. Choose the correct Empl Class from the drop down menu.

• If position number was not used, the Job Code on this page will not default in. Enter 000000 (six zeros) for the Job Code when you are not putting a person into a position.

• Information in the Standard Hours section defaults in. Leave this section as is. If the person is not in a position, the hours will need to be entered.

• Click the Payroll tab to continue.
- Payroll for North America defaults in for Payroll System. Do not change this selection.
- Select the appropriate Pay Group. Once Pay Group is selected, Employee Type and Tax Location Code default in. Holiday Schedule and FICA status also default in.

- Click Salary Plan to continue.
- Salary Administration Plan and Rating Model default in.
- Leave Review Rating blank for Faculty. Enter “N” for Classified & Administrative Unclassified. Once you enter “N” for Review Rating, Review Date defaults in. Enter Next Review Date.
• Click the Compensation tab to continue.

• In the Pay Components section, click the magnify icon to select the appropriate Rate Code. The two most commonly used are NAANNL (annual base rate for salaried employees) and NAHRLY (hourly based rate for hourly employees).

• Enter the Comp Rate (salary or hourly amount.)

• Click the Calculate Compensation button. The Compensation Rate shown at the top of the page will remain 0.00 even if you enter the Comp Rate at the bottom unless you click on Calculate Compensation.

• Click on the Earnings Distribution Link to continue.
• Select By Percent or By Amount for the Earnings Distribution Type.

• Enter the percent in the Distrib % box for By Percent or the Amount in the Compensation Rate box.

• Click Edit Account Code to enter the Chartfield. *Notice the order of the chartfield has been changed to match Financials.

• Click the Employment Data link to continue.
• Business Title and Phone # default in if the person was put into a position #.
• Enter a Business Title and Phone # if they did not default in based on a position #.
• *If the information that defaults in needs to be changed, contact Kaye Fowler at kbfowle@clemson.edu or contact your HR Analyst.

Click the Cu Business Addr tab.

Address should default in based on position #. If not, enter the correct business address. Even if it defaults in, you can edit address, if necessary. Click the Benefits Program Participation link to continue.
• Effective Date and Benefit Program default in with some positions. You may need to enter this information in.

• Click OK at the end of this screen to Save.

Benefits Codes
- 9MO- 9 month faculty
- FED- Federal Employees Only
- GRD- Grad Students
- GST- Temporary Grant, TLP
- NEL- Undergrad Students
- STA- State Employees, permanent positions
- TCI- do not use
- TLR- Permanent, part-time employees
- TMP- Temporary, Intermittent Employees
Common Errors:

You may get an error or warning when hiring. Read the warnings before clicking OK, but it is okay to continue if you get a warning stating that the Grade is invalid for salary plan or stating that you have updated job information that is relevant to compensation defaulting on job row 1.

If you get an error, you must correct it before you can save.