

University of Connecticut

Hiring an Employee: Unclassified Employee

Overview

The Department Processors are responsible for initiating a Smart HR hire for Unclassified Time Reporting and Unclassified Non-Time Reporting employees. Once the template is complete, the template is submitted to the Department Approver for approval, and then finalized centrally by the Payroll Department.

Some information on the Smart HR Hire template will auto-populate due to the integration with Recruiting Solutions. Therefore, it is critical the information in Recruiting Solutions is accurate so the hire template is completed correctly.

There are two Smart HR hire templates for hiring unclassified employees:

- UC_TBH_NONTIME: Unclassified Non-Time Reporter hire
- UC_TBH_TIMERPT: Unclassified Time Reporter hire

Business Process



Process Steps: Unclassified Non-Time Reporter Hire

<u>Scenario</u>: In this example, Michael Michaels is being hired as an associate faculty member to the Pharmaceutical Science department. As a faculty member, he does not need to report his time on the timesheet.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_NONTIME Click Create Transaction.	Select a template and press Create Transaction. Transaction Template @ Transaction Type All Select Template UC_TBH_NONTIME Q UConn Hire Template-Unclassified NonTime Reporter Create Transaction
3	 On the Enter Transaction Details page, enter the following: SSN: Enter the employee's social security number. If unknown, use the magnifying glass to search for the employee by Last Name or First Name. Job Effective Date: This auto- populates to the current date. Update if necessary. Action: This will default to <i>Hire.</i> Reason Code: Select a reason for the hire action. In this example, select <i>Employ.</i> Click Continue. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Hire Template-Unclassified NonTime Reporter SSN 123456789 *Job Effective Date 08/15/2016 Action Hire *Reason Code Employ Continue Cancel

Step	Action	Screenshot
Step 4	Action Much of the information on the Personal Info tab will auto- populate due to the integration with Recruiting Solutions. Enter/update the remaining required information: • Gender • Marital Status • Address Line 1 • City • State • Postal Code Note: Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.	Screenshot Smart HR Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Payroll Use Employee Information Primary Name - English Name Prefix V First Name Michael Name M Last Name Michaels Name Suffix V Birth Information 'Jobe of Birth 01/01/1980 Bi Person Gender 'Gender Male V Person Marital Status Marited V Person National ID United States 'Address Type Home V Address Type Home V State CT V Potion Comments V Comments

Step	Action	Screenshot
5	Some of the information may auto-populate on the Job Info tab due to the integration with Recruiting Solutions.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Work Location - Job Fields Image: Citizenship Info
	 Ensure the required fields are complete: Department (for the Job, e.g. Academic Department) Location Code Job Code (this is read-only and will auto-populate) Employee Classification Comp Rate Code (this is read-only and will auto-populate) Appointment Term Complete any additional non-required fields: 	*Department UOCD1321 *Location Code UOC000092 Job Information - Job Code Job Code AA0001 Job Information - Reporting Information Supervisor ID 000121 Job Information - Employee Classification *Employee Classification PP - Permanent *Employee Classification PP - Permanent Job Information - Standard Hours FTE Job Labor - Union Code Union Code 31 *Comp Rate Code UCANNL Compensation Rate 40000.000000
	 Work Department/Non- Academic (Regional Campus Dept., specifically for Academic positions affiliated / located at a regional campus) Note: You will not be able to move to the next tab until all required information is entered 	Job Compensation - Pay Compensation 2 Comp Rate Code Compensation Compensation Frequency UConn Dates Personalize Find View All 2 First 1.5 of 10 Last Date Code End Date 1 2 3 VConn Academic Joint Appointment
	required information is entered on this tab. When all of the applicable information is entered, move to the Citizenship Info tab.	Joint Appointment Q Other Job Data *Appointment Term 11 Months RS Job Opening ID 16235.000000 RS Position Number 00005528 Tenure Year Work Dept/Non- Academic Comments Image: Comments

Step	Action	Screenshot
6	The information on the Citizenship Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Move to the Funding Info tab.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Citizenship Info Funding Info Payroll Use Employee Information Imployee Information Citizenship DetTAILS Imployee Output Country Country Visa/Permit Status Visa/Permit Type Visa/Permit Status Expiration Date Country Country Comments Imployee Comments Imployee Imployee Imployee
7	This information auto- populates from the integration with Recruiting Solutions. If the funding information has changed between the entry into Recruiting Solutions and the hire date, update it accordingly. Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the Payroll	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Comments Comments

Step	Action	Screenshot
8	The information on the Payroll Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Information Work Location - Job Indicator *Job Indicator Primary Job Job Information - Status *Regular/Temporary Regular *Regular/Temporary Regular FLCA Status-Employee Subject Job Information - United States *FLSA Status No FLSA Required FLSA Period in Days Not Applicable Rate
9	Once all information on the Hire template is complete, click Save and Calculate.	Comments Comments Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the hire. Click the plus sign (+) to add additional attachments.	Attachment Find View All Image: Constraint of the state of
11	When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit

Process Steps: Unclassified Time Reporter Hire

<u>Scenario</u>: In this example, Sue Susanna is being hired as an Admissions Officer to the Admissions department. As an Admissions Officer, she is required to report her time on a timesheet in Core-CT.

Step	Action	Screenshot
1	Navigation: Main Menu > Core-C	T HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions
2	On the Smart HR Transactions page, select the following: • Transaction Type: All • Select Template: UC_TBH_TIMERPT Click Create Transaction.	Smart HR Transactions Select a template and press Create Transaction. Transaction Template @ Transaction Type All Select Template UC_TBH_TIMERPT Q UConn Hire Template - Unclassified Time Reporter Create Transaction
3	 On the Enter Transaction Details page, enter the following: SSN: Enter the employee's social security number. If unknown, use the magnifying glass to search for the employee by Last Name or First Name. Job Effective Date: This auto- populates to the current date. Update if necessary. Action: This will default to <i>Hire.</i> Reason Code: Select a reason for the hire action. In this example, select <i>Employ.</i> Click Continue. 	Smart HR Transactions Enter Transaction Details The following transaction details are required. Template UConn Hire Template - Unclassified Time Reporter SSN 123456789 *Job Effective Date 08/15/2016 Action Hire *Reason Code Employ Continue

Step	Action	Screenshot
4	Much of the information on the Personal Info tab will auto- populate due to the integration with Recruiting Solutions. Enter/update the remaining required information: • Gender • Marital Status • Address Line 1 • City • State • Postal Code Note: Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the Job Info tab to enter the job-related information.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Critizenship Info Funding Info Payroll Use Employee Information Primary Name - English Name Prefix Miss First Name Sue Middle Name Last Name Susman Name Suffix Derson Gender "Gender [Female Person Marital Status "Marital Status Single Person National ID United States National ID United States "Address Une 1 [123 Main Street] Address Stree [CT "Postal Code [12345 Person Phone Number 01 "Phone Type Business Telephone Phone Extension Comments [3]

Step	Action	Screenshot
	Some of the information may auto-populate on the Job Info tab due to the integration with Recruiting Solutions.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Payroll Use
	Ensure required fields are complete:	Employee Information Work Location - Job Fields *Department UOC01479 Q *Location Code UOC000088 Job Information - Job Code
	 Department (for the Job, e.g. Academic Department) Location Code Job Code (this field is read- 	Job Code Job Information - Reporting Information *Supervisor ID 406614
	 Supervisor ID: Supervisor ID is especially important for time reporting employees as 	Job Information - Employee Classification *Employee Classification [PU - Probation Period Unclass v] Job Information - Standard Hours Standard Hours 35.000000 FTE 1.000000
	 the supervisor approves the timesheet. Employee Classification Comp Rate Code (this is 	Job Labor - Union Code Union Code Job Compensation - Pay Components
5	read-only and auto- populates) • Appointment Term	*Comp Rate Code UCANNL Compensation Rate
	Complete any additional non- required fields: • Work Department/Non-	Other Job Data Appointment Term 12 Months RS Job Opening ID RS Position Number Tenure Year
	Academic (Regional Campus Dept., specifically for Academic positions affiliated / located at a regional campus)	Work Dept/Non- Q Academic Comments Comments
	Note: Read-only fields like Compensation Rate and RS	
	populate from the integration with Recruiting Solutions.	
	When all of the applicable information is entered, move to the Citizenship Info tab.	

Step	Action	Screenshot
6	The information on the Citizenship Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Move to the Funding Info tab.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Citizenship DetTAILS Image: Citizenship Info Country Q Type of Duration Visa/Permit Status Image: CitizenshiP Country Country Q Expiration Date Comments Image: Citizenship Country Comments Image: Citizenship Country
7	This information auto- populates from the integration with Recruiting Solutions. If the funding information has changed between the entry into Recruiting Solutions and the hire date, update it accordingly. Click the plus sign (+) to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the Payroll Use tab.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Comments Comments

Step	Action	Screenshot
8	The information on the Payroll Info tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Note: Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	Smart HR Transactions Enter Transaction Information Enter the following Employee or Contingent Worker information. Personal Info Job Info Citizenship Info Funding Info Personal Info Job Info Work Location - Job Indicator *Job Indicator [Primary Job *Job Information Werk Location - Status *Regular/Temporary [Regular *Regular/Temporary [Regular Job - Payroll Information FICA Status-Employee [Subject V Job Information - United States *FLSA Status [No FLSA Required *FLSA Status Annual Benefit Status Annual Benefit Status Comments Comments
9	Once all information on the Hire template is complete, click Save and Calculate.	Return to Enter Transaction Details Page Save for Later Cancel Save and Calculate
10	At the bottom of the template, an Attachment section will open. If applicable, search for and attach an attachment to include with the hire. Click the plus sign (+) to add additional attachments.	Attachment Find View All 🔄 🔀 First ④ 1 of 1 ④ Last *Description Attached File Attach Open Delete 1 Attach Open Delete +
11	When all information on the template is complete, click Submit to route the Hire template to the Department Approver for approval.	Return to Enter Transaction Details Page Cancel Save and Calculate Submit