



Courtesy Affiliate Addendum for eHire Users

The **eHire application** takes the place of the current online and paper Hiring Process Reports (HPRs), the process used to hire employees using the PeopleSoft system. The Courtesy Affiliate process is integral to the eHire process. **Courtesy Affiliate** is a separate process used in conjunction with eHire to get *new* employees into the Human Resources database.

Before an employee can be hired through eHire, they *must* have an **Affiliate/Employee ID**. Departments use the Courtesy Affiliate process to obtain Affiliate/Employee IDs for new employees. For new hires, Courtesy Affiliate is the first step of eHire.

After a department uses the Courtesy Affiliate process to enter an employee's personal data (name, social security number, date of birth, etc.), eHire is used to enter an employee's employment data (position and pay data).

COURTESY AFFILIATE PROCESS OUTLINE

Courtesy Affiliate is a simple, three-step process:

- 1. Search/Match:** See if the employee already exists in our database
- 2. Add/Update a Person:** Add personal data for a new employee
- 3. Add an Affiliation to the University:** Specify the type of employee the future hire will be to obtain the appropriate access to university systems.

THINGS TO KNOW

- University employees **MUST** attend a **Courtesy Affiliate** training course to get access to Courtesy Affiliate (See box above).
- Your department may already have individuals who have access to Courtesy Affiliate. **VIEW A LIST OF THOSE PEOPLE:** docs.asu.edu.
- The Courtesy Affiliate process also allows departments to get access to university systems for their employees *before* employment data has been processed through the Office of Human Resources.

REGISTER

www.asu.edu/hr/training

Click on **Course Search**.

Type in Courtesy Affiliate.

PEOPLE WHO HAVE ACCESS TO COURTESY AFFILIATE

docs.asu.edu

MORE INFO

help.asu.edu/node/439



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Step 1: Search /Match

Campus Community > Personal Information > Search/Match

Complete the **Search/Match** to determine whether or not your employee already exists in the University database with an affiliate ID.

IMPORTANT: If the employee already has an affiliate ID, it is critical that you do not create another affiliate ID for the employee.*

Use the **First Name, Last Name, Date of Birth,** and **National ID** (Social Security Number) search fields to ensure the most accurate results.

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: STANDARD Standard Online Search

Search Result Rule

Search Result Code: General Srch Rslt w exceptions

Search Criteria

Search Fields	Value
Last Name Search	<input type="text" value="DOE"/>
First Name Search	<input type="text" value="JOHN"/>
Date of Birth	<input type="text" value="01/10/1976"/>
National Id	<input type="text" value="123456789"/>
Campus Id	<input type="text"/>
Country	<input type="text"/>
Gender	<input type="text"/>

Search by Order Number

Search Order	Description	Selective Search
10	Name + Date of Birth + SSN	<input type="button" value="Selective Search"/>
20	SSN Only	<input type="button" value="Selective Search"/>
30	Name+Date of Birth+Campus ID	<input type="button" value="Selective Search"/>
40	Campus ID (ASU ID)	<input type="button" value="Selective Search"/>
50	Name + Date of Birth	<input type="button" value="Selective Search"/>
60	Name Only	<input type="button" value="Selective Search"/>
70	Date of Birth + First Name	<input type="button" value="Selective Search"/>

* Vital employment and academic records are associated with the affiliate ID, and to maintain accurate records and properly report income to the IRS, it is crucial that all records for an individual are associated with a single affiliate ID number only.

Step 2: Add/Update a Person

Campus Community > Personal Information > Add/Update A Person

When adding or updating personal information for a future hire, you MUST COMPLETE the following fields: **First Name, Last Name, Social Security Number****, and **Date of Birth**.

These fields help Human Resources determine whether or not they are hiring the correct individual. This information allows HR to quickly and easily identify all documents and



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records for an individual, and greatly speeds up the hiring process.

The **Effective Date** of your employee's **Affiliate/Employee ID** number can also play a crucial part in hiring your employee. In the Effective Date field, the date entered must be at least as early as the employee's hire date. If your new hire's date of hire is today or in the future, you will enter today's date in the effective date box (*i.e. Hire Date 12/29/2008, today's date 12/1/2008 so you will use effective date 12/1/2008*).

If your new hire will be a back dated hire, the hire date is in the past, so you must use the hire date as the effective date (*i.e. Hire Date 8/11/2008, Today's date 12/1/2008 so you will use effective date 8/11/2008*).

*** Under certain circumstances some employees (e.g. non-resident aliens) may not yet have a social security number when you are entering data. In that case, it is appropriate to use 999-99-9999 in the SSN field, but DOB is critical under these circumstances.*

Edit Address

Country:	United States	Change Country	
Address 1:	1155 S Campus Dr #1155		Enter home address on Address 1 line ONLY
Address 2:	<input type="text"/>		
Address 3:	<input type="text"/>		
City:	Tempe	State: AZ	<input type="text" value="85281"/>
		<input type="text" value="Arizona"/>	
County:	<input type="text"/>		
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>	



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Person Information

Effective Date: 11/20/2008

*Format Using: English [Change Format](#)

Prefix:

First Name: John Middle Name: M

Last Name: Doe

Suffix:

Date of Birth: 01/02/1959 Birth Information Campus ID:

Biographical History Find View All First 1 of 1 Last

*Effective Date: 11/20/2008

*Marital Status: Married As of:

*Gender: Male

National ID Customize Find First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	555666992	<input checked="" type="checkbox"/>

Add

Contact Information Find View All First 1 of 1 Last

Addresses

*Address Type: Home

Effective Date: 11/20/2008

*Status: Active

Country: USA

Address: [Edit Address](#)

Phone

*Type	*Phone	Ext	Country	Preferred
Home	480/999-0022			<input checked="" type="checkbox"/>

Add

Email

*Type	*Email Address	Preferred
Other	John.Doe@yahoo.com	<input type="checkbox"/>

Add

Save Notify Refresh Add Update/Display Include History Correct History

If you are entering information for an employee who currently lives out of state, but will be working and living in Arizona, **you should only add the employee's address information in Courtesy Affiliate if you already have their Arizona address.** If the only address you have is an out-of-state address, you should wait to enter their address when you hire them through eHire.

Other information, such as **Home address, Marital Status, Gender, Home Phone and Email Address** may be added now or when processing an eHire for your New Hire. All personal information you complete through the Courtesy Affiliate process will carry over into eHire, so completing it now saves you from having to complete the information in eHire.

NOTE: Although you can choose a variety of address, email, and phone number types, only **Home address, Phone (marked Preferred), and the Other Email Address (marked Preferred)** will carry over into eHire. These are the address/phone types you should use in Courtesy Affiliate for future employees.



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Step 3: Adding an Affiliation to the University

ASU Customizations > ASU Campus Community > ASU Affiliation > Person Affiliation

When you give a future employee a sub-affiliation, the person can gain access to certain university systems such as **email**, or department specific access, such as a shared directory. In addition, a future employee can get a **Sun Card** if the employment classification is included in the Description field when creating the sub-affiliation.

Person Affiliation Secondary Job Secondary Student Sub Affiliations

John Doe 1202308098

Sub-affiliation Code POIC FUTURE CLASSIFIED STAFF HIRE

Effective Date	Status as of Effective Date	Campus	Department	Title	Description
01/01/2009	Active	TEMPE	B1701001	ADMINISTRATIVE ASSOCIATE	Hire Date 2/23/2009 Classified Staff
06/01/2009	Inactive	TEMPE	B1701001	ADMINISTRATIVE ASSOCIATE	Hire Date 2/23/2009 Classified Staff

Save Return to Search Notify

AVAILABLE SUB-AFFILIATION CODES

Look Up Sub-affiliation Code

Search by: Sub-affiliation Code begins with

Look Up Cancel Advanced Lookup

Search Results

View All First 1-5 of 5 Last

Sub-affiliation Code	Long Description
POIA	FUTURE ACADEMIC PROFESSIONAL HIRE
POIB	FUTURE ADMINISTRATIVE STAFF HIRE
POIC	FUTURE CLASSIFIED STAFF HIRE
POIF	FUTURE FACULTY HIRE
POIS	FUTURE SERVICE PROFESSIONAL HIRE



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The Sun Card Office will give Sun Cards to future hires in Courtesy Affiliate with one of the following classifications:

- **Classified Staff**
- **Service Professional**
- **Faculty**
- **Adjunct Faculty**
- **Retiree**
- **Academic Professional**

Step 4: Log-in to eHire and add employment data