How to Set up Employees on Spring Pay

There are several situations that will determine how Spring Pay is set up in PeopleSoft by Departments. Please use the following guide to help you determine how to set up your Non-Staff Spring session hires in the PeopleSoft System. This excludes Staff Hires and Student Workers.

<table>
<thead>
<tr>
<th>Job Opening Type</th>
<th>Job Template</th>
<th>Staff Process</th>
<th>Non-Staff Process</th>
<th>Contract Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classified</td>
<td>1013</td>
<td>X</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Service Prof</td>
<td>1013</td>
<td>X</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Graduate</td>
<td>1014</td>
<td>X</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Fac Assoc</td>
<td>1014</td>
<td>X</td>
<td></td>
<td>Yes, except New, Non-Benefits Eligible</td>
</tr>
<tr>
<td>Faculty</td>
<td>1014</td>
<td>X</td>
<td></td>
<td>Yes, except New, Non-Benefits Eligible</td>
</tr>
<tr>
<td>Academic Prof</td>
<td>1014</td>
<td>X</td>
<td></td>
<td>Yes, except New, Non-Benefits Eligible</td>
</tr>
</tbody>
</table>

Process to follow for Non-Staff Hire Type:

<table>
<thead>
<tr>
<th>Spring Hire Type (Non-Staff Job)</th>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee: Academic Contract ending on 12/31* and needs to extend for 1/1/2008, same job, same department</td>
<td>Submit Reinstatement Form for Spring Hires for Spring Hires (found on HR Forms page)</td>
</tr>
<tr>
<td>Terminated Employee (needs to be rehired)</td>
<td>Talent Acquisition (follow this guide)</td>
</tr>
<tr>
<td>New Employee</td>
<td>Talent Acquisition (follow this guide)</td>
</tr>
<tr>
<td>Employee on Hold</td>
<td>&gt;Step 1: Submit Leave of Absence Status Change Form (found on HR Forms page)</td>
</tr>
<tr>
<td>Transfer/Second Job: Employee from a different department teaching in new college/department or in a new position</td>
<td>&gt;Step 2: Talent Acquisition (follow this guide)</td>
</tr>
</tbody>
</table>

* Please note if you have an employee who’s contract is ending 12/31 and they are NOT returning or teaching in the Spring, please either terminate the employee through Manager Self Service or submit a Leaves of Absence and Hold Request Form (found on the HR Forms page)

Key Dates:
12/14-19: OHR Training Sessions for Spring Hires at USB
12/28: All Spring Hire information should be entered by Colleges/Depts into PeopleSoft
1/4: OHR will complete all Spring Hire paperwork.
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Security Roles

Here are the roles that you will need in order to start the process. To check what roles you currently have, you can go to ASU HCM Custom > ASU Security > My Security Access Roles

To request a role, go to: http://asu.edu/oasis/support/Access.html

<table>
<thead>
<tr>
<th>Human Capital Management (HR) - Talent Acquisition (TA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ ASU Recruiter</td>
</tr>
<tr>
<td>☐ Dept Applicant Data Upd</td>
</tr>
<tr>
<td>☐ Dept Applicant Data View</td>
</tr>
<tr>
<td>☐ HR Hiring Manager</td>
</tr>
<tr>
<td>☐ HR Hiring Manager View Only</td>
</tr>
<tr>
<td>☐ Offer Letter Role for Pyst Adm</td>
</tr>
</tbody>
</table>

**HR Hiring Manager:** Gives you the basic functionality under the Recruiting Menu to create a job opening, search jobs, etc.

**Provost Office Hiring Manager:** Provides you with Add Applicant and Self-Approval for Non Staff Job Openings.
Spring Reinstatement Form for Spring Hires

This should be used if it meets **all three** of these requirements:
1. Current Employee – not on Hold, not Terminated
2. Teaching under same Position Number in the same department
3. Contract ending on 12/31 and should be renewed for 1/1/2008

The Reinstatement Form for Spring Hires can be found on the HR website, HR Forms > Reinstatement Form for Spring Hires:
http://www.asu.edu/hr/forms/index.html#alpha_r

Forms should be faxed to:
- POLYTECH or TEMPE fax to TEMPE OHR (480) 965-4756
- DOWNTOWN or WEST fax to WEST OHR (602) 543-8412

All forms need to be received **no later than Friday, 12/28**.
For questions regarding paperwork, please email AskHR or call (480) 965-2701.

**NOTE:** The Reinstatement Form for Spring Hires as well as the HPR is going to be phased out over the next year. OHR is moving to a paperless system and will continue to update you as we move forward.
Talent Acquisition

This process is the BACKEND and takes the place of the paper HPR. It is NOT the recruiting process and you should follow all normal hiring procedures prior to following this process. If you have any questions, please contact Staffing: Tempe - 480-965-8844 or West - 602-543-8400.

Creating a New Job Opening

Step 1: From the Main Search Menu in PeopleSoft, Go to Recruiting > Create New Job Opening. Please note: if you don’t see this link then that most likely means you do not have the correct security roles, please see Security Roles on page 1 of this guide.

Step 2: Select your Business Unit, Dept, and search for the Position Number/job title. Select the position and click Continue.
**Step 3:** Select the **Template Id** of **1014**. This template does not require Job Opening approval and should only be used for *non-staff openings* that have already been filled through the normal recruitment process.

### Job Opening

<table>
<thead>
<tr>
<th>Posting Title:</th>
<th>Faculty Assoc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status:</td>
<td>005 Draft</td>
</tr>
<tr>
<td>Position Number:</td>
<td>137780</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>B0101 B - Provost Tempe</td>
</tr>
<tr>
<td>Department:</td>
<td>B0106 School of Sustainability</td>
</tr>
</tbody>
</table>

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**Opening Information**

- **Template ID:** 1014
- **Job Opening Type:** Standard Requisition
- **Created By:** Daniel McDonald
- **Date Opened:** 11/05/2007
- **Openings to Fill:** Limited
- **Target Openings:** 1
- **Available Openings:** 1
- **Establishment ID:** ASU00 Arizona State University
- **Business Unit:** B0101 B - Provost Tempe
- **Company:** ASU Arizona State University
- **Department:** B0106 School of Sustainability
- **Location:** TEMPE Campus: Tempe
Step 4: Click on **Hiring Team** Link and enter Hiring Team (name searching tips on the next page). Please note you will need to enter a Recruiter, Hiring Manager, and Interviewer. Click **Save and Submit**.

**Job Opening**

<table>
<thead>
<tr>
<th>Posting Title:</th>
<th>Grad Teaching Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Opening Status:</td>
<td>005 Draft</td>
</tr>
<tr>
<td>Position Number:</td>
<td>134528 Grad Teaching Assistant</td>
</tr>
<tr>
<td>Business Unit:</td>
<td>B0101 B - Provost Tempe</td>
</tr>
<tr>
<td>Department:</td>
<td>B0106 School of Sustainability</td>
</tr>
</tbody>
</table>

**Opening Information**

**Note:** **Job Creator** cannot be **Hiring Manager**. Because there will not be an approval necessary, you can choose a central person as the Hiring Manager.
For searching:
You can search by first name or you can put a % in front of the last name (ex. %webler) to search for the specific person. If there are multiple people with that last name, you will get a red text box and error message, but you can click on the to select the correct person.

Step 5: Approve Job Opening, which should appear at the bottom of the screen when you submit the opening.

Write down Job Opening ID from the top of the page. You might need to scroll back up to the top of the page in order to find this.
Creating Applicant
Step 6: Next go to Recruiting > Add Applicant and create the applicant information. The applicant will be the person you are hiring, rehiring, or adding a spring semester contract into the job you created in Step 1 on page 4.

There are three ways to enter the applicant data:

1 -For an Existing Active Employee:
First select Employee from Applicant Type then enter EmplID. You may need to ask the person for this number. It will be the 1000 number on the employees Sun Card. The rest of the page will populate automatically once you add their ID into the EmplID field. Click Save and write down Applicant ID from top of page. You may need to scroll back to the top of the page to see this number (see screen shot on the next page). Next go to Step 7 - Linking and Offering the Job, page 12.

2 -For Students or Terminated Employees:
First select Non-Employee from Applicant Type and then enter EmplID. You may need to get this from the person. It will be the 1000 number on the employees Sun Card. The rest of the page will populate automatically once you add their ID into the EmplID field. Click Save and write down Applicant ID from top of page. You may need to scroll back to the top of the page to see this number (see screen shot on the next page). Next go to Step 7 - Linking and Offering the Job, page 12.
3 - For New Employees:

Leave Applicant Type as defaulted (External Applicant):

Fill in the template. Include:
- Name
- Address
- Email
- Phone
Click Save and write down the **Applicant ID.**

**Step 6a: Enter Eligibility and Identity Information**
On the same page, click on the **Eligibility & Identity Link.** You can also go to **Recruiting > Find Applicants** and search on the Applicant ID to get to the link. For issues with the search, see page 12.
You **MUST** include **Date of Birth, Gender, Ethnicity, and Social Security**. If you do not have all information, fill out to the best of your knowledge. Click the **Save** icon.
**Linking and Offering the Job**

**Step 7:** Go to Recruiting > Find Applicants. Enter the Applicant ID # from the previous step and hit Find Applicants.

**Find Applicants**

![Image of Find Applicants form](image)

- **Job Opening ID:**
- **Applicant ID:** 140975
- **First Name:**
- **Last Name:**
- **Applicant Status:**
- **Applicant Type:**
- **Disposition:**
- **Applied Within:**
- **Applied Between:**

- **Find Applicants**
- **Reset Search**

**Step 8:** Link the applicant to the job opening by choosing **Link Applicant to Job** in the Take Action drop-down list.
Step 9: Enter **Status Code** and **Job Opening ID**. Click **Submit**.

**Link to Job Opening**

* **Status Code:** 015 Linked  
  **Status Reason:** Faculty  
  **Status Date:** 11/05/2007

**Enter Job Openings**

* **Job Opening ID:** 12908

Enter Job Opening ID of the Job you created

**Submit**  **Cancel**

Step 10: You will automatically be brought back to the Results page. Select **Prepare Job Offer** from the drop down list.

1 Results Found

**Select**  **Applicant ID**  **Job Opening**  **Disposition**  **Take Action**

- **Select:**  
  - **Applicant ID:** John Doe  
  - **Job Opening:** 140975  
  - **Disposition:** 015 Linked

**Select All**  **Deselect All**

**Group Action:** Select Group Action...  **Go**

Return to Find Applicants
Step 11: Add offer details to the Offer page.
Enter the total amount that is to be paid over the contract term. You MUST also enter ALL the details of the job in the Comments Box (see information needed below).

Entering the Comments Section

- **Hire Type:** New, Transfer - Type*, Additional Job, Rehire**
  *Transfer: Please include Type (Dept or Agency (NAU, UA, ABOR, State, DES))
  **Rehire: Define whether (<30days, >30days less than 12mos, >12mos)
  ***If Visa, please indicate Visa Type with the Hire Type.
- **Benefits Eligible:** Yes or No; Eligibility should be based on the Position/Job.
  NOTE: There could be an instance where an employee becomes benefits eligible due to multiple jobs equaling 50% FTE or above.
- **Pay Start Date:** 12/31/2007 – recommended pay start date
- **Pay End Date:** 5/18/2008 – recommended pay end date
  NOTE: The Provost Office will continue to use 1/1/2008 – 5/15/2008 as the academic contract period. OHR is advising departments to enter the payroll contract dates as 12/31/2007 – 5/18/2008 in order to pay the individual in the most comprehensive fashion. This is an advised start/end and not a hard start/end. It will make calculating pay much easier for the college and OHR.
- **Paygroup:** Choose ACD, A12 or GRD, as dictated by job
- **Standard Hours:** Take Std Hrs/week x 2 to compensate for bi-weekly payroll.
  Ex: 40hrs = 40x2; Entry should be 80 hrs
  Ex: 20hrs = 20x2; Entry should be 40 hrs
- **Total Pay Periods for Contract:**
  - Typical 1-Semester Contract = 10 pays
  - Typical 2-Semesters/1-year Contract = 20 Pays
- **Contract Amount:** Total Amount to be paid (ie: $4000)
- **Pay Period Amount:** Amount per pay period; (Contract Amount/Total Pay Periods)
  Example: if working for 10 wks ($4000/10 pay periods = $400), enter $400

See examples below…
New Hire Comment Example:

Transfer Comment Example:
Online HPR Processing by OHR

Click the Submit button and the HPR has been sent to OHR for further processing. Please ensure all information is entered by December 28, 2007. OHR will complete their piece by January 4, 2008.

If the employee is a new hire, you will need to have the new hire fill out all appropriate new hire paperwork. OHR will not process them into the system until they receive the I-9.

All forms need to be received no later than Friday, 12/28.
For questions regarding the process, please call (480) 965-2701 or email AskHR.