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## Overview

The Manage Hires process pulls information collected in TAM into Person and Job. The information pulled through and how Manage Hires works, depends on a variety of factors:

- Are you hiring an external candidate who has no prior record in STAR?
- Are you hiring an external candidate who does have a prior record in STAR?
- Are you hiring an internal candidate within your security?
- Are you hiring an internal candidate outside of your security?

The job aid will go over the different scenarios you may encounter while using Manage Hires.

## Accessing and Understanding the Manage Hires Page

The selected applicant will appear on the Manage Hires page only after the Recruiter has gone through the Prepare for Hire steps. See the [Prepare to Hire job aid](#) for details.

There are several ways to access the Manage Hires Page:

- Workforce Administrator Homepage > Human Resources Tile > Job Tile > Manage Hires Page
- Workforce Administrator Homepage > Human Resources Tile > Personnel Transactions Tile > Job Folder > Manage Hires Page
- From the NavBar: Workforce Administration > Personal Information > Manage Hires

The Manage Hires page has several display defaults. It defaults transactions by start date and a date range. There is no row-level security on this page – all hires pushed to Manage Hires will display.

# Manage Hires Job Aid

## Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

### Manage Hires

\*Select Transactions Where Start Date

From 06/08/2021

To 06/28/2021

Refresh

### Hire Transactions

If the hire you need is not displayed, adjust the date range, and click **Refresh** to access a different set of dates that includes the start date of the selected applicant.

Below is an example of the Manage Hires page. **Click on the selected applicant's name to start the process.**

## Manage Hires

The following Hire Transactions are ready to be processed. Select a Transaction by Name to start the process.

### Manage Hires

\*Select Transactions Where Start Date

From 11/01/2021

To 11/21/2021

Refresh

### Hire Transactions

Select	Business Unit	Start Date	Status	Name	Person ID	Type of Hire	Source	Submitted By
<input type="checkbox"/>	37000	11/08/2021	Requested	Caitlin		Hire	Recruiting Solutions	An... Pa...
<input type="checkbox"/>	43500	11/08/2021	Requested	Ben Pi	1000	Rehire	Recruiting Solutions	All...
<input type="checkbox"/>	11500	11/08/2021	Requested	Ashley	1001	Transfer	Recruiting Solutions	Jo... Ko...
<input type="checkbox"/>	37000	11/08/2021	Requested	Fernar	1000	Rehire	Recruiting Solutions	An... Pa...
<input type="checkbox"/>	43500	11/08/2021	Requested	Craig M	1000	Rehire	Recruiting Solutions	All...
<input type="checkbox"/>	37000	11/08/2021	Requested	Ezekie		Hire	Recruiting Solutions	Ka... W...

## Understanding Types of Hire

- **Transfer** = an active employee was hired (transfer, demotion, or promotion), and the hire will be entered on an existing employment instance
- **Rehire** = an former employee was hired, and the hire will be entered on an existing employment instance
- **Hire** = an external applicant with no prior record in STAR was hired; or the applicant has a record in STAR, but a new employment instance will be added for the hire

# Manage Hires Job Aid

## Hiring an External Applicant with No Prior Record in STAR

- 1. Select the hired candidate's name from the **Manage Hires** page
- 2. Information entered during the Prepare for Hire process will populate this page.
  - a. Confirm that the **Type of Hire = Hire**
  - b. Confirm that the Start Date is correct – this drives the effective date of the hire on Job.
  - c. Since this is a new employee, the system will create a new Organizational Instance (org relationship = Employee) and employment instance 0.

**Manage Hires**

**Manage Hires Detail**

Lindsey [redacted] Applicant Name

The Start Date entered on this page will be used as the Effective Date for Job.

**Job**

Recruiter Name	[redacted]
Job Opening ID	1492
Job Opening	Natural Resources Customer Service Representative - Eau Claire
Position	NAT RES CUST SVCS REP
Job Code	NAT RES CUST SVCS REP
Business Unit	Natural Resources
Department	CS Cust Supp Servs West Ops
Applicant Type	External - New
*Type of Hire	Hire <span style="color: red;">Action on Job</span>
*Desired Start Date	07/06/2021 <span style="color: red;">Effective date of Job Row</span>
Empl ID	<input type="text"/>
	Employee ID Verified

**Org Instance**

<input checked="" type="radio"/> Create new Org Instance	0
<input type="radio"/> Use existing Org Instance	

**Employment Record**

<input checked="" type="radio"/> Create New Assignment	0
<input type="radio"/> Use Existing Assignment	

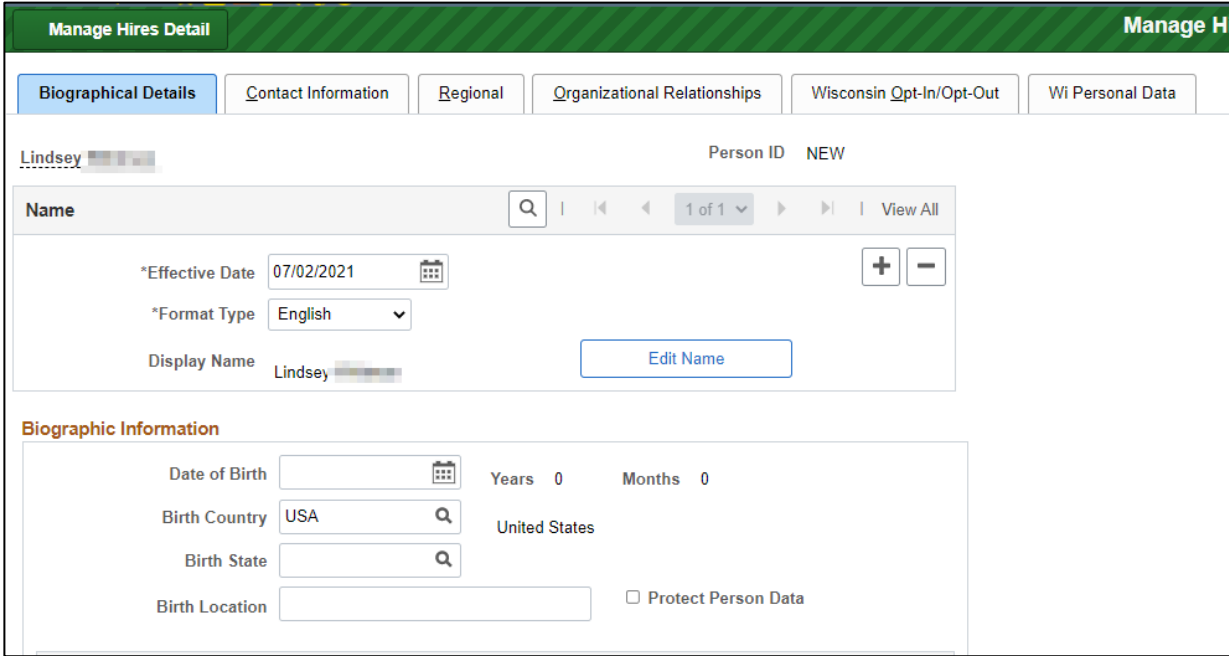
- 3. Click **Add Person** at the bottom of the Manage Hires page to start the hire process.

**Add Person**

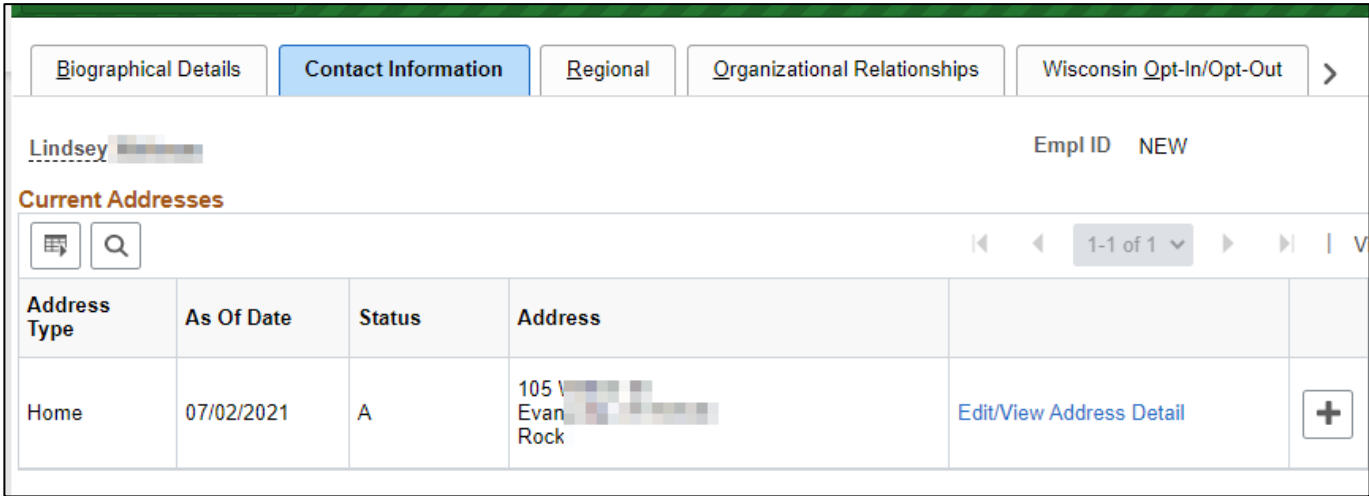
Select this button in order to pull the person's personal data information from Recruiting Solutions.

# Manage Hires Job Aid

- 4. You will be brought to the Person page – **Biographical Details** tab
  - a. There will be no Empl ID assigned yet
  - b. Information from the applicant’s TAM account will populate on this page. Enter/update information as applicable



- 5. Go to the **Contact Information** tab. Information from TAM will populate on these pages. Update as needed.



- 6. Go to the **Regional** Tab. Confirm/update information as needed.
  - a. Reminder – you will need to check at least one Ethnic group as Primary
  - b. Veteran information will populate from the applicant’s TAM account.

# Manage Hires Job Aid

The screenshot shows the 'Regional' tab selected in a navigation bar. Below the navigation bar, the name 'Lindsey' is displayed with a Person ID of 'NEW'. A dropdown menu shows 'USA' selected. Below this, there is a section for 'Ethnic Group' with a search icon and '1 of 1' results. The 'Regulatory Region' is set to 'USA' (United States) and the 'Ethnic Group' is set to 'WHITE' (White). A checkbox for 'Primary' is checked.

- 7. Go to the **Organizational Relationships** Tab
  - a. Employee will automatically be checked
  - b. Click **Add Relationship**

The screenshot shows the 'Organizational Relationships' tab selected. The name 'Lindsey Whitman' is displayed with a Person ID of 'NEW'. Below this, there is a section titled 'Choose Org Relationship to Add' with three radio button options: 'Employee' (checked), 'Contingent Worker', and 'Person of Interest'. Below the options is a dropdown menu for 'Select Checklist Code' with the value '(Invalid Value)'. A red box highlights the 'Add Relationship' button.

- 8. You will then be brought to the **Work Location** tab Job.

The screenshot shows the 'Work Location' tab selected. The name 'Lindsey' is displayed with an Empl ID of '100' and an Empl Record of '0'. Below this, there is a section for 'Work Location Details' with a search icon and '1 of 1' results. The 'Effective Date' is '07/06/2021', 'Effective Sequence' is '0', 'HR Status' is 'Active', and 'Payroll Status' is 'Active'. The '\*Action' is 'Hire', 'Reason' is empty, and '\*Job Indicator' is 'Primary Job'. The 'Position Number' is '314616' and the position is 'NAT RES CUST SVCS REP'. A 'Go To Row' button and a 'Future' status are also visible.

- a. The applicant will now have an Empl ID
- b. The **Action** will be **Hire** and cannot be updated. Enter the applicable **Reason**.

# Manage Hires Job Aid

- c. The effective date will be the Start Date from the Manage Hires page, but the date can be edited as needed
  - d. The position associated with the hire will also be populated but can be updated as needed
    - i. If no position was used during the Prepare for Hire process, position information can be entered at this point.
9. Review/update information on all tabs as needed
- a. **Job information tab**
    - i. Will need to enter Empl Class and Officer Code – does not automatically populate
    - ii. FLSA status will populate from position
  - b. **Job Labor tab**
    - i. Will need to complete all information on this page
  - c. **Payroll tab**
    - i. Review/update all values on page
  - d. **Compensation Tab**
    - i. Add all values on page
  - e. **Employment Data Tab**
    - i. Review/update as needed
  - f. **Benefits Program Participation Page**
    - i. Enter values as applicable
10. Once all job entry is complete, click **OK** at the bottom of the page.

The screenshot shows a software interface with a form. At the top, there is a field labeled "Expected Job End Date" with a calendar icon. Below this, there are two tabs: "Job Data" and "Employment Data". At the bottom of the form, there are three buttons: "OK", "Cancel", and "Apply". The "OK" button is highlighted with a red rectangular box. Below the buttons, there is a navigation bar with links: "Work Location | Job Information | Job Labor | Payroll | Salary Pl".

11. If everything was entered correctly, you will be brought back to the Manage Hires page and the selected applicant will no longer be listed on the page.
12. You can go to Person and/or Job to review your entry as needed.

**IMPORTANT:** After you push someone to Manage Hires through the Prepare to Hire process, do NOT manually add Person or Job information. This should only be done through the Manage Hires page. If you enter the Person/Job Information outside of Manage Hires, you will not collect all the data required for enterprise reporting

# Manage Hires Job Aid

purposes and the applicant will remain on the Manage Hires page which requires you to submit a ticket to have the person removed.

## Hiring an Active Employee

When hiring an active employee, if you would otherwise use PeopleStealer for the transaction, that will no longer be necessary. Using Manage Hires will move the selected applicant to the new agency/security level (if applicable). This also means you should consider the timing of the entry to ensure that all payroll processing associated with a former agency is complete before finalizing the job entry.

1. Select the hired candidate's name from the **Manage Hires** page
2. Information entered during the Prepare for Hire process will populate this page.
  - a. Confirm that the **Type of Hire** is correct
    - i. Should be Transfer (for transfer, demotion, or promotion) – this will add a row to job on a current empl record
    - ii. Hire would be used if you are going to create a new employment instance (ex. hiring from a different company, no active employee records available)
  - b. Confirm that the **Start Date** is correct – this drives the effective date of the hire on Job.

The screenshot shows the 'Manage Hires Detail' page. At the top, it says 'Manage Hires' and 'Manage Hires Detail'. Below that, there's a name 'Pau' and a note: 'The Start Date entered on this page will be used as the Effective Date for Job.' Under the 'Job' section, there's a list of fields: Recruiter Name, Job Opening ID (2864), Job Opening (National Forest Specialist), Position (Forester-Adv), Job Code (FORESTER-ADV), Business Unit (Natural Resources), and Department (FO Pub & Priv Forestry Section). Below this, there's a section for hire details: 'Applicant Type' (Internal - Employee), '\*Type of Hire' (Transfer), and '\*Desired Start Date' (11/07/2021). A red box highlights the 'Applicant Type', '\*Type of Hire', and '\*Desired Start Date' fields. At the bottom, there's an 'Empl ID' field with the value '1000' and a 'View Person Org Summary' link. A note at the very bottom says 'Employee ID Verified'.

3. If using an active empl record, confirm that you are using an existing org instance and empl record and confirm that the selected number is correct. The type of organizational relationship associated with the employment record will display on the page.
  - a. Reminder – you can only enter the hire on an employment instance that has an organizational relationship of “Employee.”

# Manage Hires Job Aid

The screenshot shows two sections: 'Org Instance' and 'Employment Record'. In the 'Org Instance' section, there are two radio buttons: 'Create new Org Instance' (unselected) and 'Use existing Org Instance' (selected). To the right of these is a dropdown menu showing '0' and a button labeled 'Employee' which is highlighted with a red box. The 'Employment Record' section has two radio buttons: 'Create New Assignment' (unselected) and 'Use Existing Assignment' (selected). To the right is a dropdown menu showing '0'.

4. Click on **View/Edit Person** to review **Person** details

The screenshot shows the 'View / Edit Person' section. It contains a text box with the instruction: 'Select the View/Edit Person hyperlink to view or manually updated Personal Information.' To the right of this text is a button labeled 'View / Edit Person' which is highlighted with a red box.

- a. Enter any updated email or phone information on the **Contact Information** tab.
  - b. Update any other applicable information
  - c. Click **OK** on the bottom of the page to return to Manage Hires.
5. Click on **Add Job** to start the process of adding information to Job.

The screenshot shows the 'Add Job' section. It contains a text box with the instruction: 'Select this button in order to pull the person's job information from Recruiting Solutions. You will also have the option to access Job from Personal Data.' To the right of this text is a button labeled 'Add Job' which is highlighted with a red box.

6. You will be brought to the **Work Location** tab
- a. The **Action** used on the Manage Hires page will be entered on the page and cannot be updated.
  - b. Enter the applicable **Reason**
    - i. See the **Transfer** section of the [Action/Action Reason Job Aid](#) to help you determine the correct Reason.
  - c. The position associated with the hire will also be populated but can be updated as needed
    - i. If no position was used during the Prepare for Hire process, position information can be entered at this point.



# Manage Hires Job Aid

The screenshot displays the 'Manage Hires Detail' interface. At the top, there are tabs for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', 'Salary Plan', and 'Compensation'. The 'Work Location' tab is selected and highlighted with a red box. Below the tabs, there are fields for 'Employee', 'Empl ID', and 'Empl Record'. The main section is titled 'Work Location Details' and contains several fields: '\*Effective Date' (07/11/2021), 'Effective Sequence' (0), 'HR Status' (Active), 'Payroll Status' (Active), 'Position Number' (312372), '\*Action' (Transfer), 'Reason', and '\*Job Indicator' (Primary Job). The '\*Action' field is highlighted with a red box. There are also navigation buttons like 'Go To Row', '+', and '-'.

## 7. Review/update information on all tabs as needed

### a. Job information tab

- i. Review/update Empl Class and Officer Code as needed
- ii. FLSA status will populate from Position

### b. Job Labor tab

- i. Review/update information on this page

### c. Payroll tab

- i. Review/update all values on page
- ii. Remember to update pay group information if changing agencies

### d. Compensation Tab

- i. If there is a compensation change, you will need to add a Pay Rate Change job row with the applicable Reason once initial entry via Manage Hires is complete.

### e. Employment Data Tab

- i. Review/update as needed

### f. Benefits Program Participation Page

- i. If updates are needed to any of the fields, you will need to add a Data Change/Benefits Eligibility Config job row to make the updates once entry via Manage Hires is complete.
- ii. Elg Fld 2 should never be updated at transfer

## 8. Once all job entry is complete, click **OK** at the bottom of the page.

# Manage Hires Job Aid

The screenshot shows a web interface for managing hires. At the top, there is a field for 'Expected Job End Date' with a calendar icon. Below this are two tabs: 'Job Data' and 'Employment Data'. At the bottom, there are three buttons: 'OK' (highlighted with a red box), 'Cancel', and 'Apply'. Below the buttons is a navigation bar with links: 'Work Location | Job Information | Job Labor | Payroll | Salary PI'.

9. If everything was entered correctly, you will be brought back to the Manage Hires page and the selected applicant will no longer be listed on the page.
10. You can go to Person and/or Job to review your entry as needed.
11. You can then add any additional job rows associated with the transaction (ex. pay, benefits eligibility changes...)

**IMPORTANT:** After you push someone to Manage Hires through the Prepare to Hire process, do NOT manually add Person or Job information. This should only be done through the Manage Hires page. If you enter the Job Information outside of Manage Hires, you will not collect all of the data required for enterprise reporting purposes and the applicant will remain on the Manage Hires page which requires you to submit a ticket to have the person removed.

## Hiring a Former Employee (has record in STAR)

When hiring a former employee, if you would otherwise use PeopleStealer for the transaction, that will no longer be necessary. Using Manage Hires will move the selected applicant to the new agency/security level (if applicable).

1. Select the hired candidate's name from the **Manage Hires** page
2. Information entered during the Prepare for Hire process will populate this page.
  - a. Confirm that the **Type of Hire** is correct
    - i. Should typically be Rehire – this will add a row to Job on a termed employment instance. If "Rehire" is not an option and the applicant was previously an employee, see the [Troubleshooting section of the job aid](#) for how to proceed.
    - ii. If the only active job records were not employment records (ex. POI, contingent worker), it will be Hire because a new employment instance is required.
  - b. Confirm that the **Start Date** is correct – this drives the effective date of the hire on Job.

# Manage Hires Job Aid

**Job**

Recruiter Name [Redacted]

Job Opening ID 1754

Job Opening Payroll and Benefits Specialist - Entry or Advanced

Position

Job Code PAYROLL BEN SPEC

Business Unit Administration

Department Reg 1-P&B Svcs Team 2

Applicant Type External - Previous Employee

\*Type of Hire **Rehire**

\*Desired Start Date 07/11/2021

Empl ID [Redacted]

Employee ID Verified

[View Person Org Summary](#)

3. If using an active empl record, confirm that you are using an existing org instance and empl record and confirm that the selected number is correct. The type of organizational relationship associated with the employment record will display on the page.
  - a. Reminder – you can only enter the hire on an employment instance that has an organizational relationship of “Employee.”

**Org Instance**

Create new Org Instance

Use existing Org Instance

0

**Employee**

**Employment Record**

Create New Assignment

Use Existing Assignment

0

4. Click on **Add Person** to review **Person** details.
  - a. **NOTE:** You must go through the **Add Person** step before the option to update job will display on the page.
  - b. Person Data already exists but it should be reviewed and updated

**Add Person**

Select this button in order to pull the person's personal data information from Recruiting Solutions.

**Add Person**

5. On Person, you will typically see a new row added with an effective date of today.

# Manage Hires Job Aid

Person ID

1 of 2

Date 08/04/2021

Type English

Name Anny Doig

Edit Name

- a. The system is looking at information that was previously on file when they were an applicant and updating it with information from the applicant's profile in TAM.
- b. Review and update information on the **Biographical** and **Contact Information** tabs as applicable
  - i. If the information is the same on both rows of data, you can delete the top of stack row that is a duplicate of the prior row in any of the sections. This will prevent the addition of new rows that are the same as a previous row.

Biographical Details | Contact Information | Regional

Person ID

Name

\*Effective Date 08/04/2021

\*Format Type English

Display Name

Edit Name

- c. On the **Regional** Tab,
  - i. You must select a primary ethnicity if the box isn't checked
    1. If there are multiple lines of ethnicity data and more than one line as ethnicity checked as primary (or the same ethnicity is listed but primary is only selected on one of the rows of data), you will likely receive the error below. You will need to delete one of the lines of duplicative data before saving.

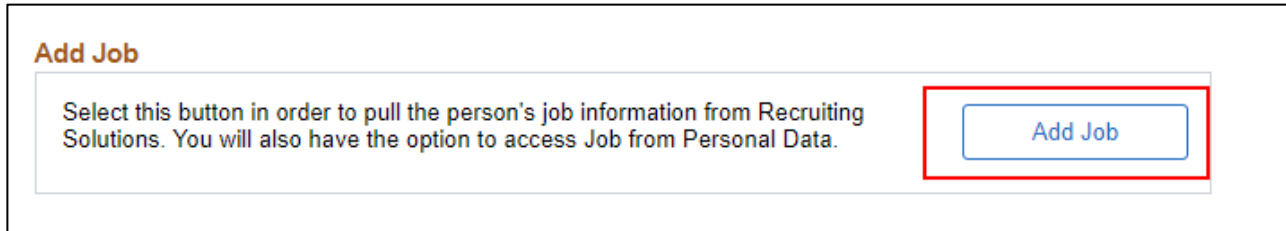
Duplicate key value -- not allowed. (15,7)

You have entered a key value for a scroll item that is a duplicate of another scroll item. The record definition indicates that the record does not allow duplicate entries. Either correct the key for the duplicate entry or contact your system administrator to change the record definition.

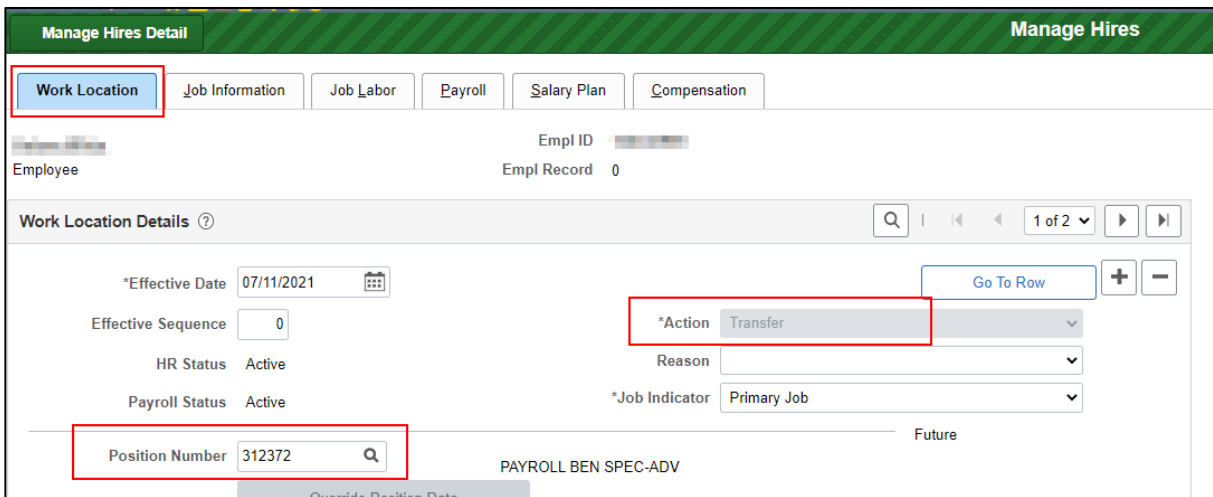
OK

# Manage Hires Job Aid

- ii. Update the other information on the page as applicable
- 6. Once the review/update of Person information is complete, click **OK** on the bottom of the page to return to Manage Hires.
- 7. Click on **Add Job** to start the process of adding information to Job.



- a. No need to create a PeopleStealer row – this will move the employee to your security
- 8. You will be brought to the Work Location tab
  - a. The **Action** used on the Manage Hires page will be entered on the page and cannot be updated.
  - b. Enter the applicable **Reason**
  - c. The position associated with the hire will also be populated but can be updated as needed
    - i. If no position was used during the Prepare for Hire process, position information can be entered at this point.

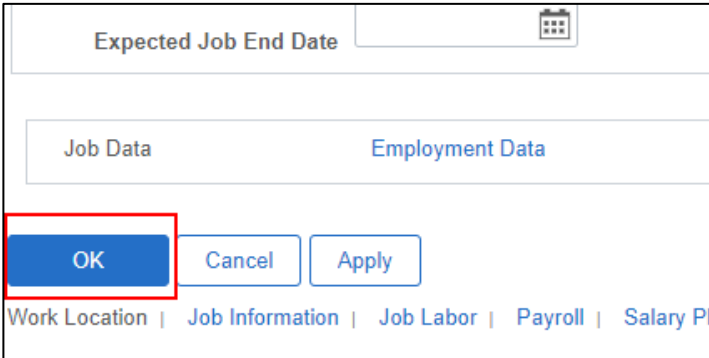


- 9. Review/update information on all tabs as needed
  - a. **Job information tab**
    - i. Review/update Empl Class and Officer Code as needed
    - ii. FLSA status will populate from Position
  - b. **Job Labor tab**
    - i. Review/update information on this page
  - c. **Payroll tab**

# Manage Hires Job Aid

- i. Review/update all values on page
- ii. Remember to update pay group information if changing agencies
- d. **Compensation Tab**
  - i. Review/update all values on page
- e. **Employment Data Tab**
  - i. Review/update as needed
- f. **Benefits Program Participation Page**
  - i. Review/update as needed

10. Once all job entry is complete, click **OK** at the bottom of the page.



The screenshot shows a web interface for managing hires. At the top, there is a field for 'Expected Job End Date' with a calendar icon. Below this are two tabs: 'Job Data' and 'Employment Data'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Apply'. The 'OK' button is highlighted with a red rectangular box. Below the buttons, there is a navigation bar with links for 'Work Location', 'Job Information', 'Job Labor', 'Payroll', and 'Salary PI'.

- 11. If everything was entered correctly, you will be brought back to the Manage Hires page and the selected applicant will no longer be listed on the page.
- 12. You can go to Person and/or Job to review your entry as needed.
- 13. You can then add any additional job rows associated with the hire (ex. pay, benefits eligibility changes...)

**IMPORTANT:** After you push someone to Manage Hires through the Prepare to Hire process, do NOT manually add Person or Job information. This should only be done through the Manage Hires page. If you enter the Job Information outside of Manage Hires, you will not collect all of the data required for enterprise reporting purposes and the applicant will remain on the Manage Hires page which requires you to submit a ticket to have the person removed.

## Removing Selected Applicant from Manage Hires Page

### Applicant Pushed to Manage Hires but Hire Job Entry Done Outside of Manage Hires

If an applicant was not added to the job opening and you entered the Job Information outside of the Manage Hires process, you will need to create a ticket to remove the applicant from the Manage Hires page and have their disposition updated to Hired.

**Note:** Recruiters have the security to remove the applicant from the Manage Hires page, but not update the applicant's disposition to **Hired** on the job opening.

# Manage Hires Job Aid

## Applicant on Manage Hires Page but then Declines Position

1. Go to the Job Opening for which the applicant was hired
2. Go to the **Applicants Tab** and select the applicant (applicant should be on the Hire tab)

Job Opening ID 1492  
Job Posting Title Natural Resources Customer Service Representative ...  
Job Code 23101 (NAT RES CUST SVCS REP)  
Position Number 336092 (Customer Services Rep)

Status 010 Open  
Business Unit 37000 (Natural Resources)  
Department 3709991203 (CS Cust Supp Servs West O)

Applicants Applicant Search Applicant Screening Register Certifications Activity & Attachments Details

All (69) Applied (15) Reviewed (0) Screen (42) Interview (0) Offer (1) Hire (6)

3. Go to **Other Actions – Recruiting Actions – Withdraw from Hire**

Other Actions

- Recruiting Actions > Withdraw from Hire
- Applicant Actions > Edit Application Details
- Edit Disposition

4. The following will display. Click **OK**.

Warning (18177,22)

You are about to withdraw the applicant from hiring. If withdrawn, the application cannot be re-submitted for hire. If you want to continue select Ok else select Cancel.

OK Cancel

5. The following will display. Update the Reason to **Did Not Start** and click **Withdraw**. This removes the selected applicant from the Manage Hires page.

Withdraw from Hire

Disposition 120 Withdrawn

Reason Did Not Start

Date 08/04/2021

Withdraw Cancel

6. The applicant will move to **Reject** with a Disposition of **Withdrawn**.

# Manage Hires Job Aid

Applicant Name ▲	Applicant ID	Type ▲	Disposition ▼
[blurred]	[blurred]	Employee	Withdrawn

## Troubleshooting Tips

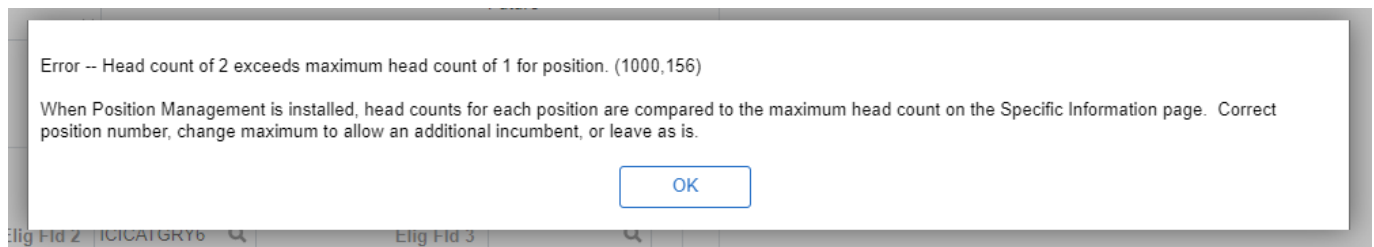
### I'm hiring a former employee, but the Rehire is not displayed as a Type of Hire

During the Prepare for Hire step, the correct Type of Hire needs to be available for selection. Rehire will only display if there is a terminated employment record available for entry AND the system knows that the applicant is a former employee.

If the Prepare for Hire process was completed without confirming Rehire was a **Type of Hire** available and the applicant was pushed to Manage Hires, the agency will need to do all entry outside of Manage Hires and create a ticket to have the applicant removed from Manage Hires. There is no way to correct this issue once the applicant is on the Manage Hires page.

### I received a maximum headcount error when I tried to save job updates via Manage Hires

Once all job updates are complete and you click OK, you will receive this message if there is a maximum headcount violation.



You will need to either adjust the headcount or termination information will need to be entered for the employee currently in the position. You will need to cancel out of the transaction (you will lose your changes) and will be taken back to the Manage Hires page. Once you take corrective action, you will be able to complete job entry via Manage Hires.