Manage Hires Job Aid

Contents

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

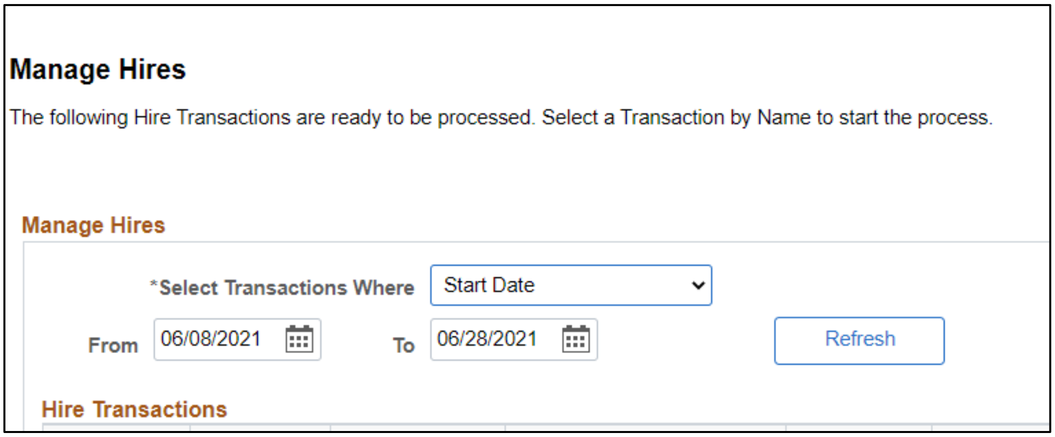
The selected applicant will appear on the Manage Hires page only after the Recruiter has gone through the Prepare for Hire steps. See the Prepare to Hire job aid for details.

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

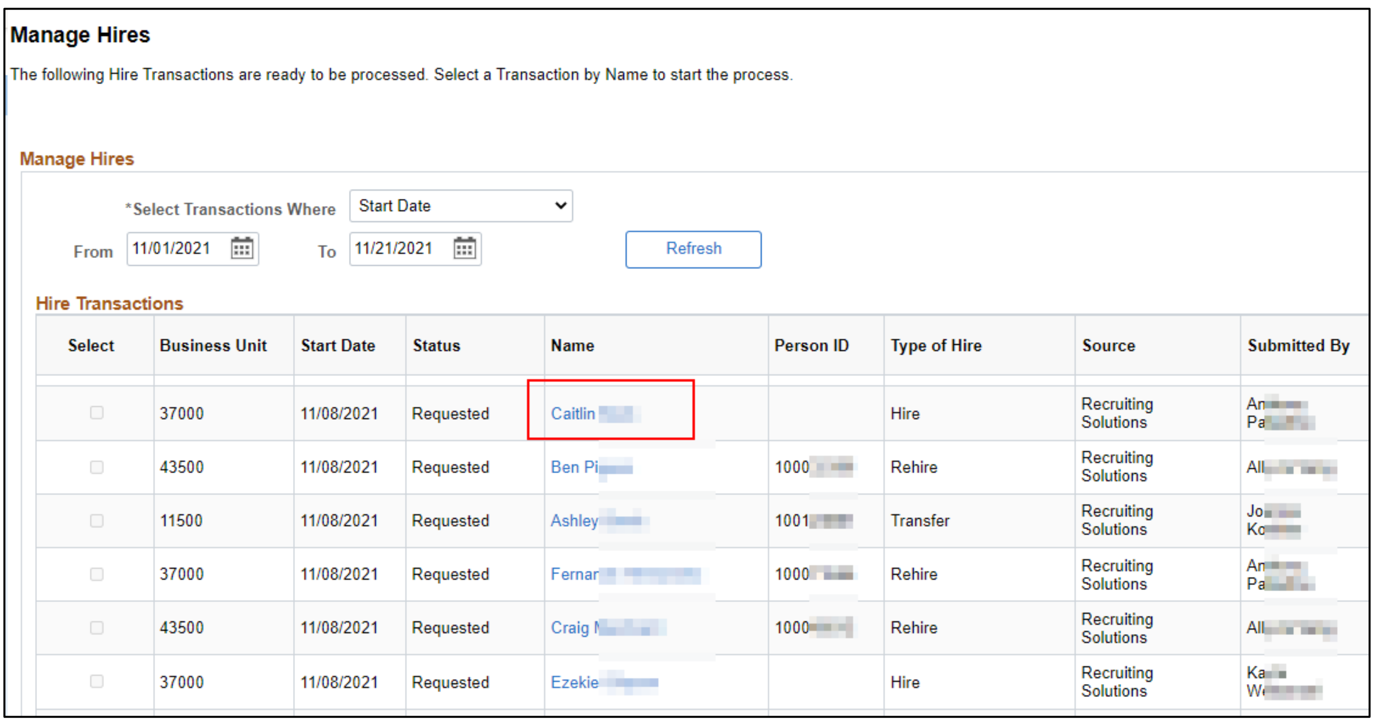
The Manage Hires page has several display defaults. It defaults transactions by start date and a date range. There is no row-level security on this page – all hires pushed to Manage Hires will display.

 (revised 11/11/21)



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**.

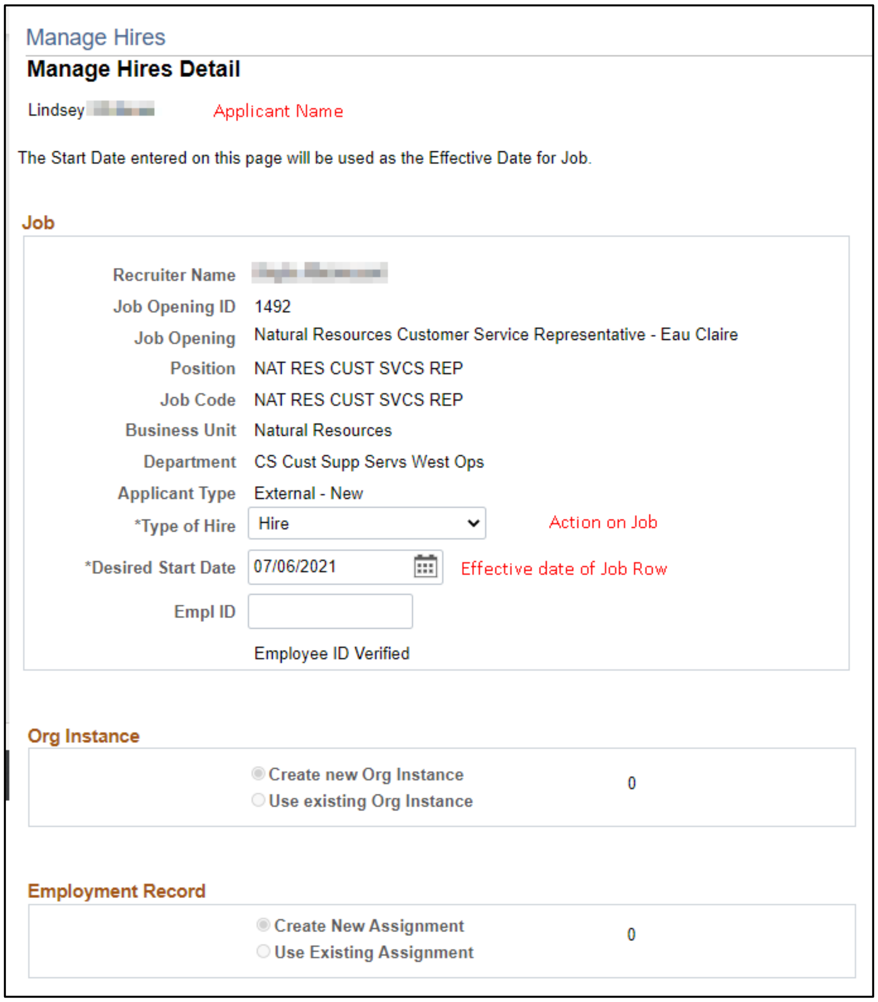


Understanding Types of Hire

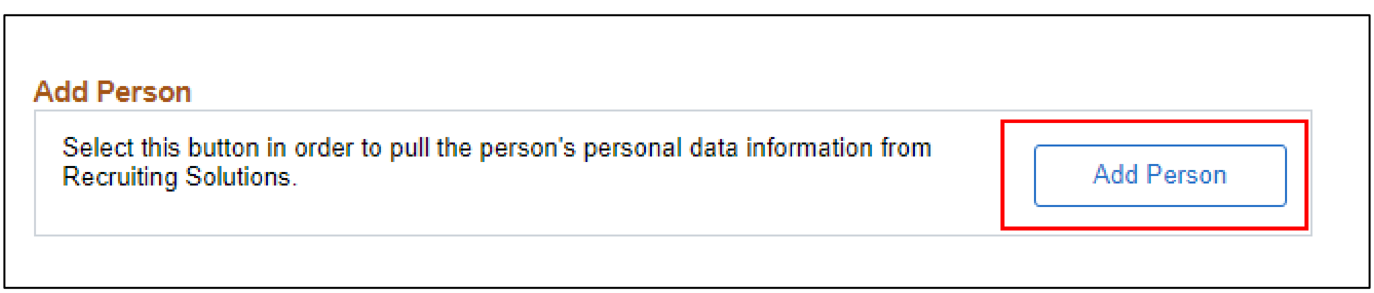
- **Transfer** = an active employee was hired (transfer, demotion, or promotion), and the hire will be entered on an existing employment instance
- **Rehire** = an former employee was hired, and the hire will be entered on an existing employment instance
- **Hire** = an external applicant with no prior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

Hiring an External Applicant with No Prior Record in STAR

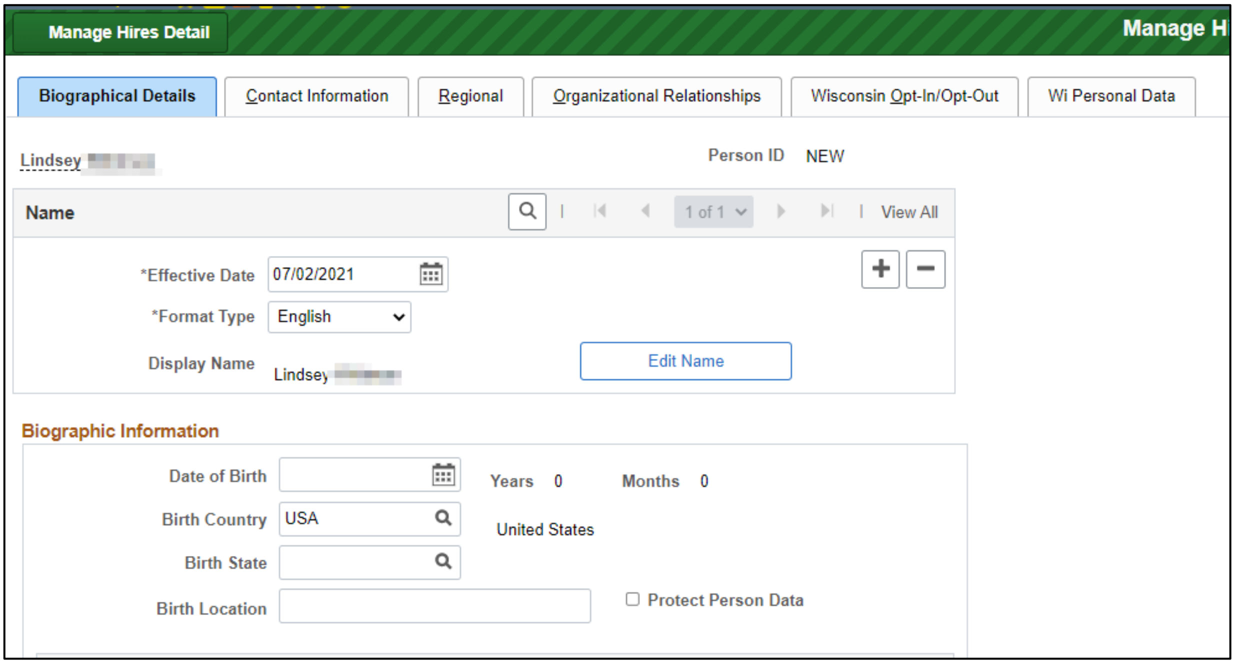
1. Select the hired candidate's name from the **Manage Hires** page
2. Information entered during the Prepare for Hire process will populate this page.
    a. Confirm that the **Type of Hire = Hire**
    b. Confirm that the Start Date is correct – this drives the effective date of the hire on Job.
 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



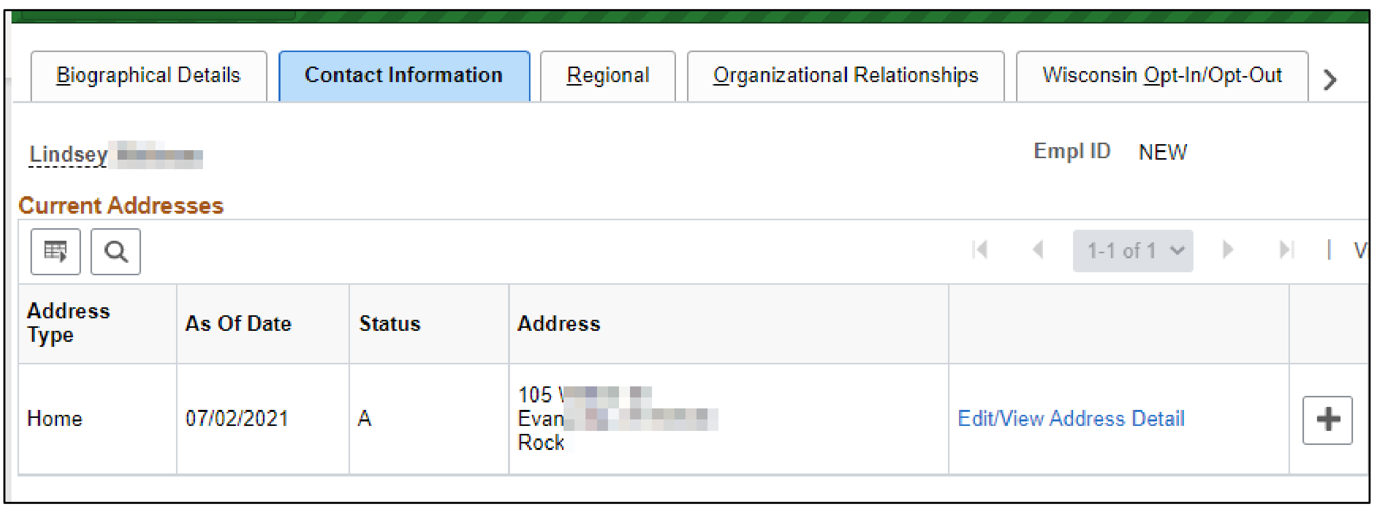
3. Click **Add Person** at the bottom of the Manage Hires page to start the hire process.



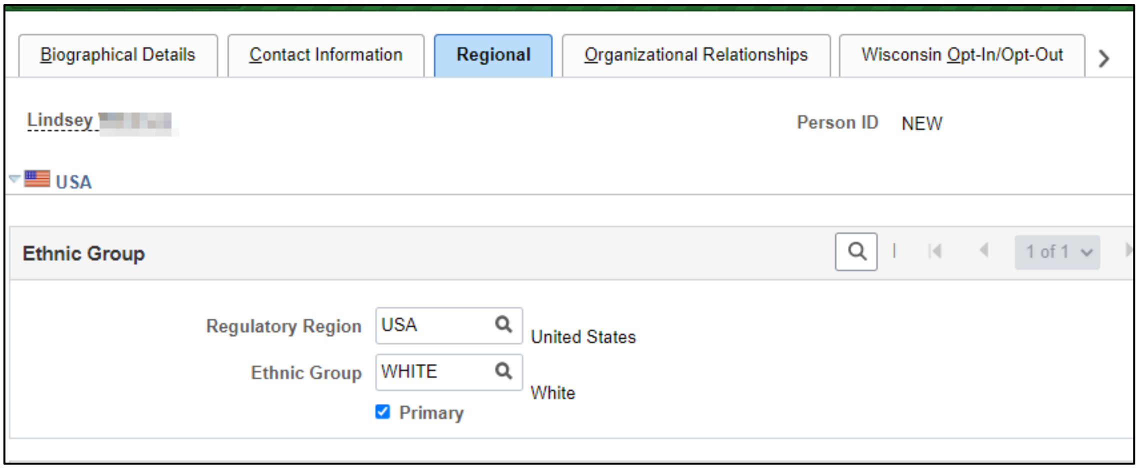
4. You will be brought to the Person page – **Biographical Details** tab
    a. There will be no Empl ID assigned yet
    b. Information from the applicant's TAM account will populate on this page. Enter/update information as applicable



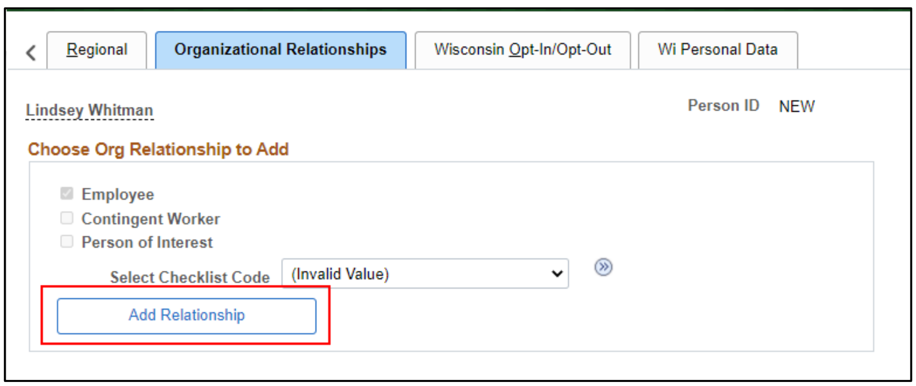
5. Go to the **Contact Information** tab. Information from TAM will populate on these pages. Update as needed.



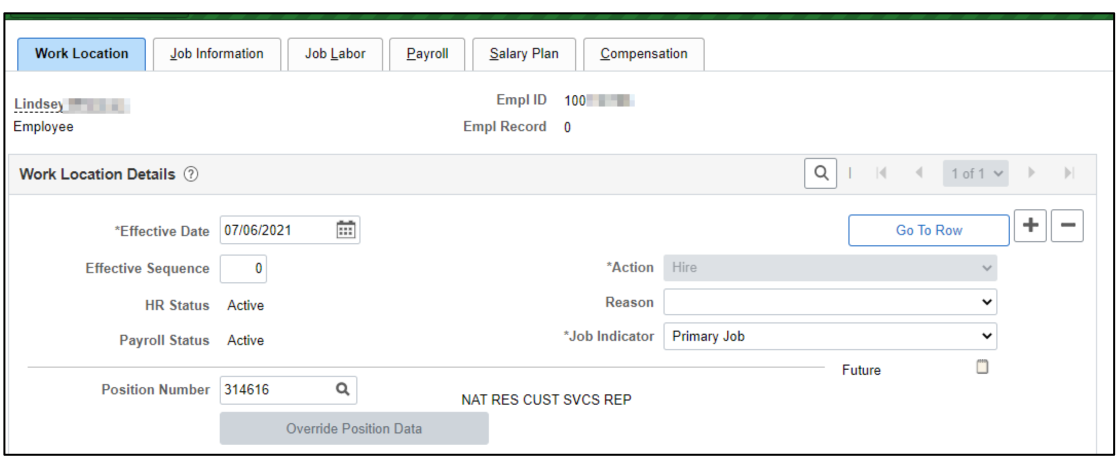
6. Go to the **Regional** Tab. Confirm/update information as needed.
    a. Reminder – you will need to check at least one Ethnic group as Primary
    b. Veteran information will populate from the applicant's TAM account.



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



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



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

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

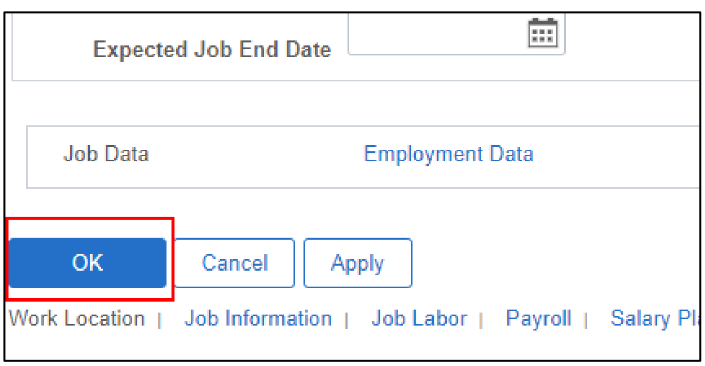
e. **Employment Data Tab**

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.



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.

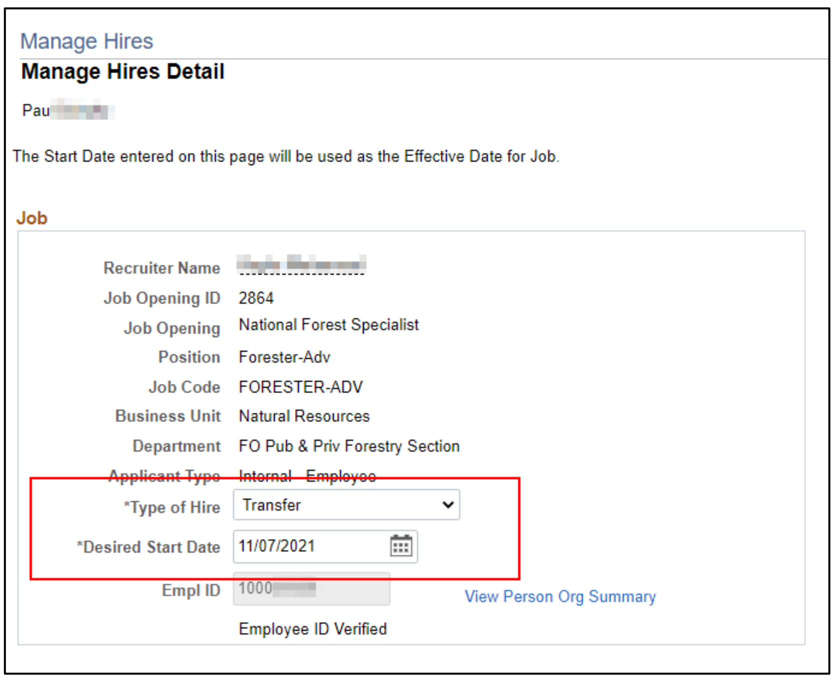
12. You can go to Person and/or Job to review your entry as needed.

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

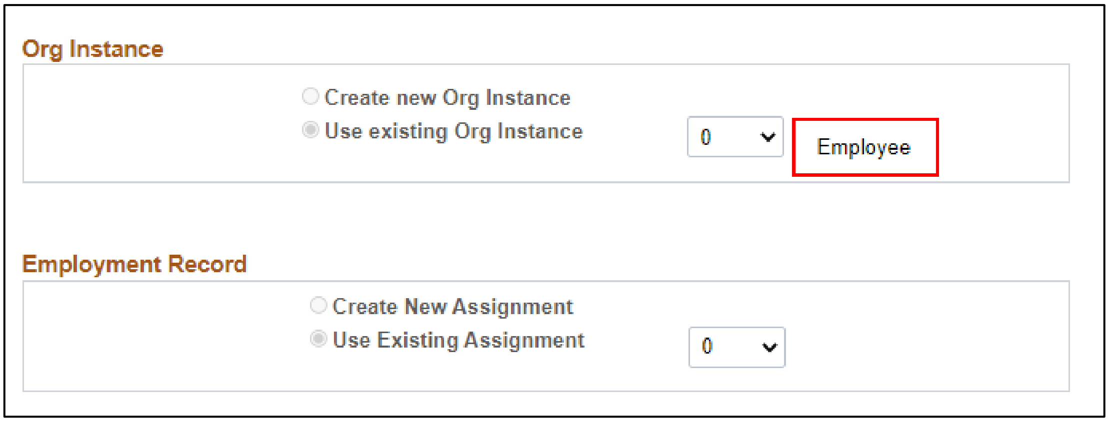
Hiring an Active Employee

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.

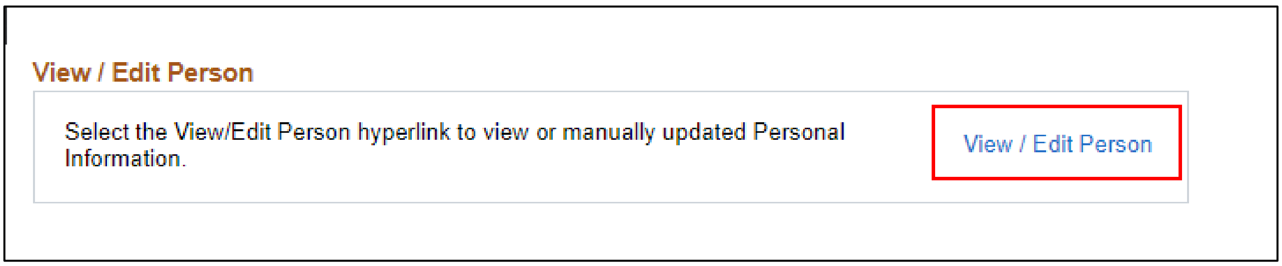
1. Select the hired candidate's name from the **Manage Hires** page
2. Information entered during the Prepare for Hire process will populate this page.
    a. Confirm that the **Type of Hire** is correct
        i. Should be Transfer (for transfer, demotion, or promotion) – this will add a row to job 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.



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."



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



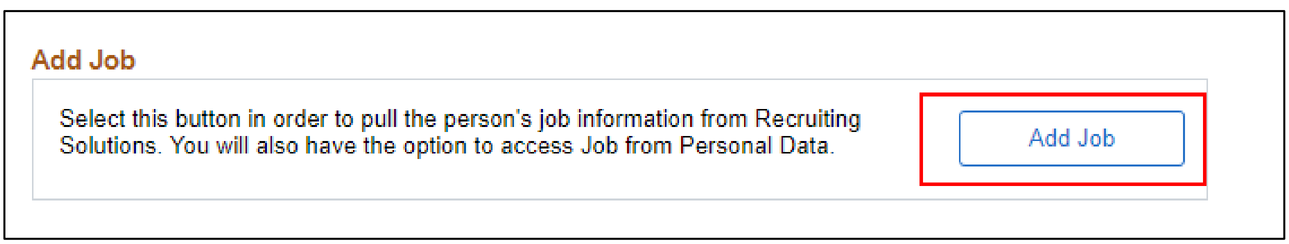
   a. Enter any updated email or phone information on the **Contact Information** tab.

   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.

   a. No need to create a PeopleStealer row – this will move the employee to your security



6. You will be brought to the **Work Location** tab

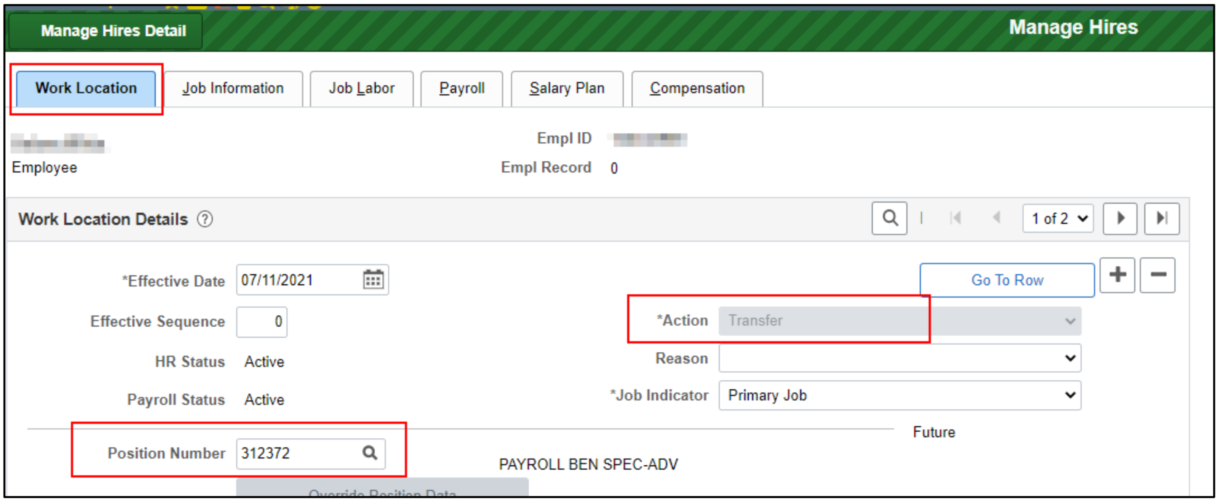
   a. The **Action** used on the Manage Hires page will be entered on the page and cannot be updated.

   b. Enter the applicable **Reason**

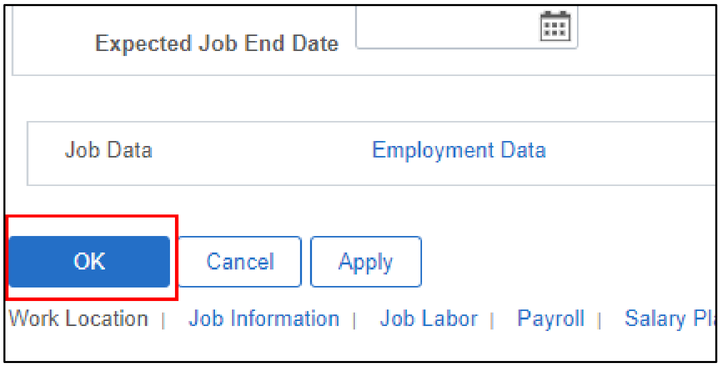
      i. See the **Transfer** section of the [Action/Action Reason Job Aid] to help you determine the correct Reason.

   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.



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.



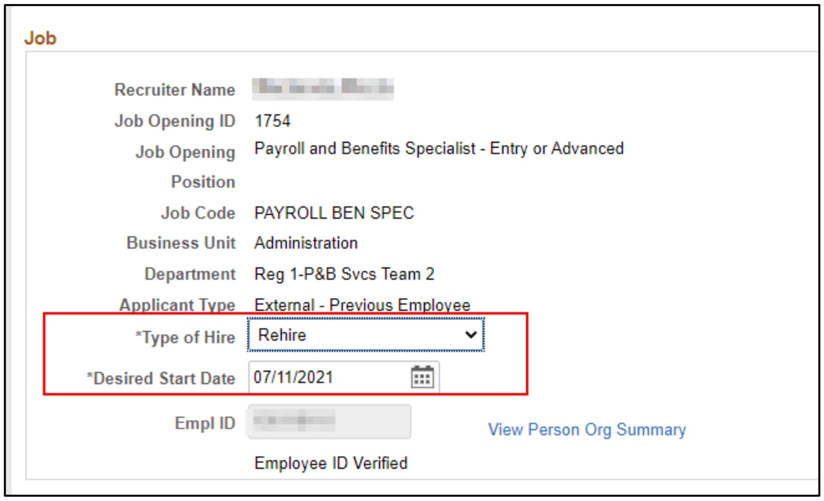
9. If everything was entered correctly, you will be brought back to the Manage Hires page and the selected applicant will no longer be listed on the page.
10. You can go to Person and/or Job to review your entry as needed.
11. You can then add any additional job rows associated with the transaction (ex.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

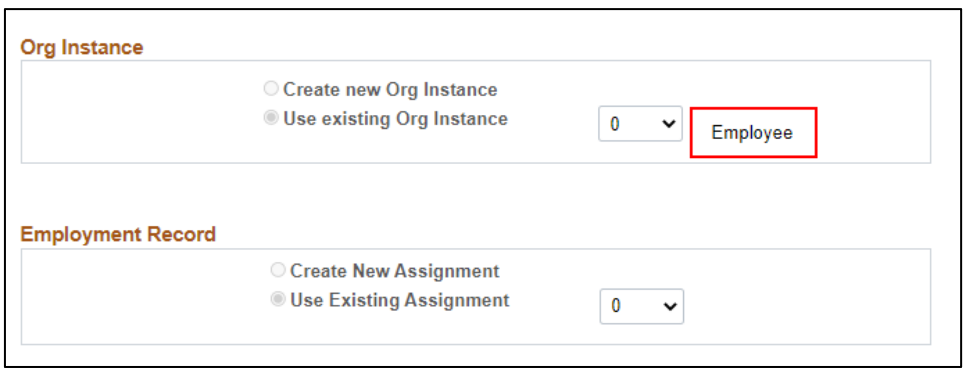
Hiring a Former Employee (has record in STAR)

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).

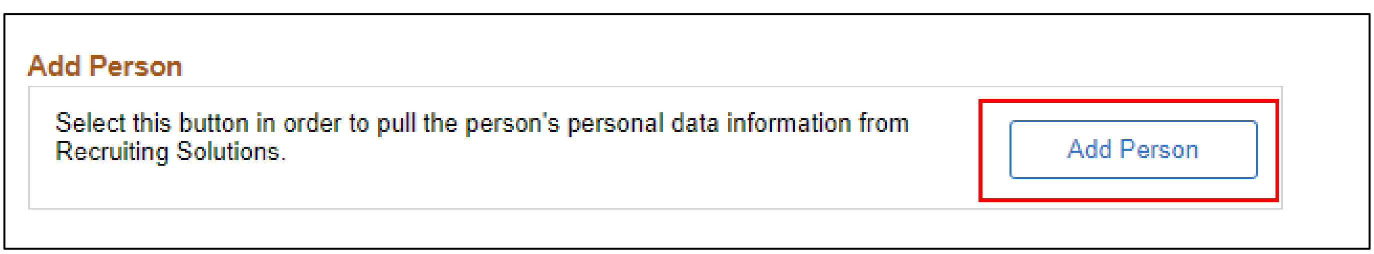
1. Select the hired candidate's name from the **Manage Hires** page
2. Information entered during the Prepare for Hire process will populate this page.
    a. Confirm that the **Type of Hire** is correct
        i. Should typically be Rehire – this will add a row to Job on a termed employment instance. 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.



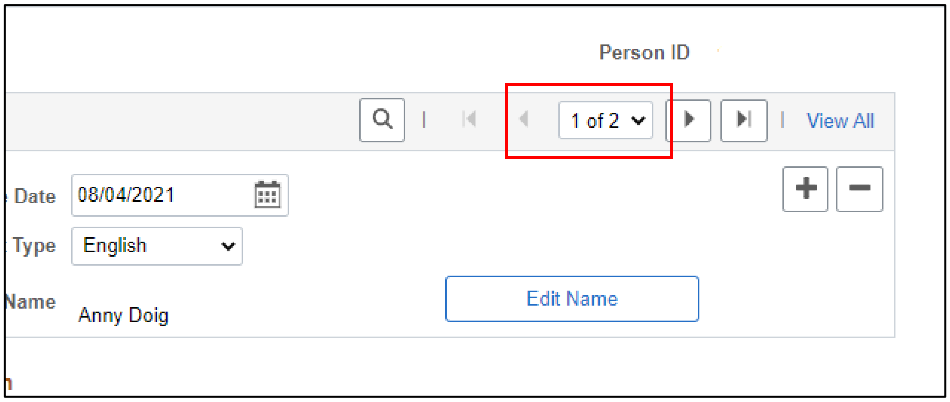
3. If using an active empl record, confirm that you are using an existing org instance and empl record and confirm that the selected number is correct. The type of organizational relationship associated with the employment record will display on the page.
    a. Reminder – you can only enter the hire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



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



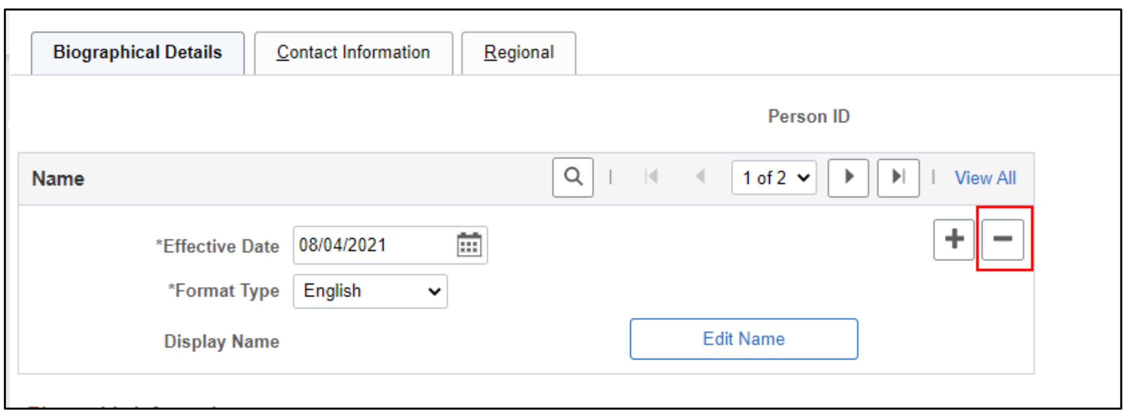
5. On Person, you will typically see a new row added with an effective date of today.



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

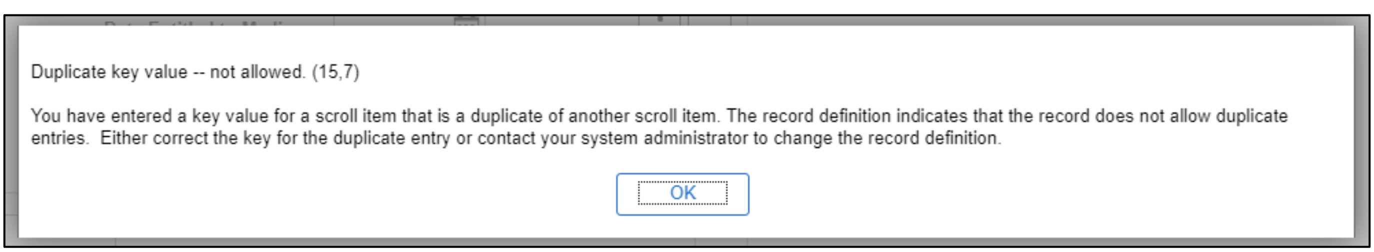
    i. If the information is the same on both rows of data, you can delete the top of stack row that is a duplicate of the prior row in any of the sections. This will prevent the addition of new rows that are the same as a previous row.



c. On the **Regional** Tab,

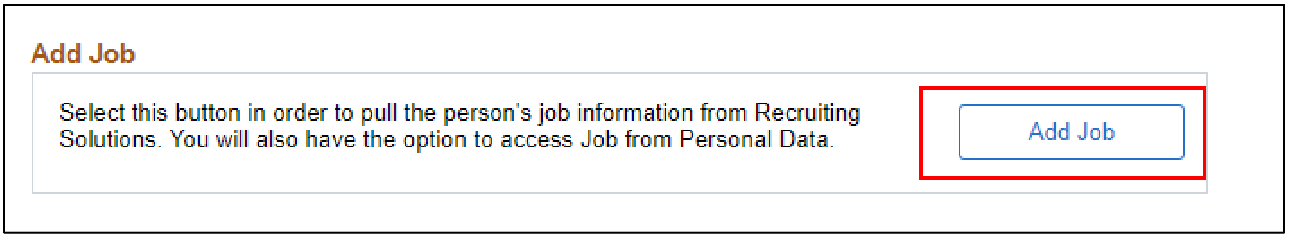
    i. You must select a primary ethnicity if the box isn't checked

        1. If there are multiple lines of ethnicity data and more that 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.



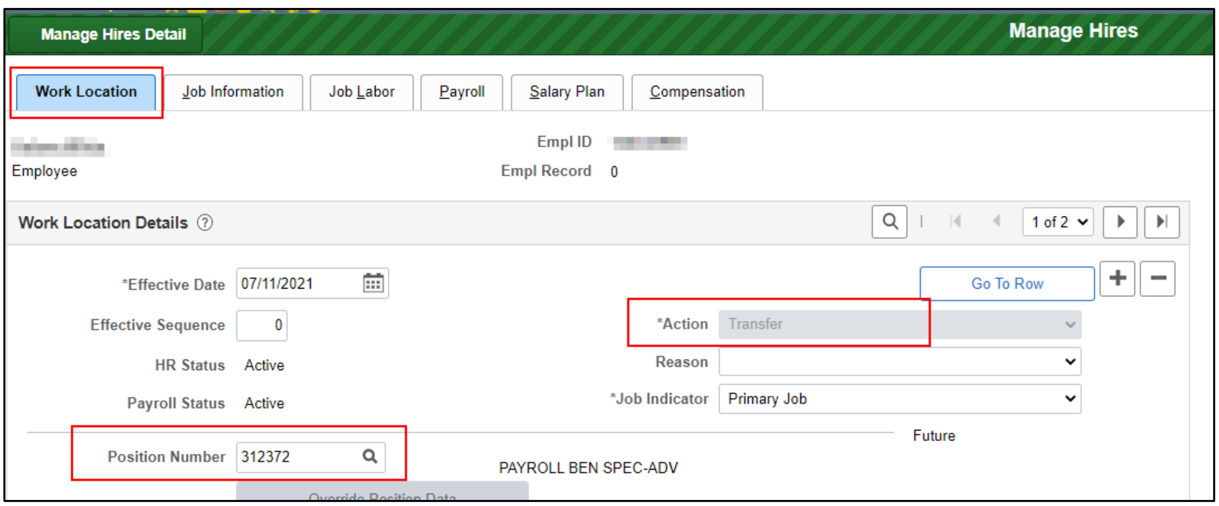
ii. Update the other information on the page as applicable

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**

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

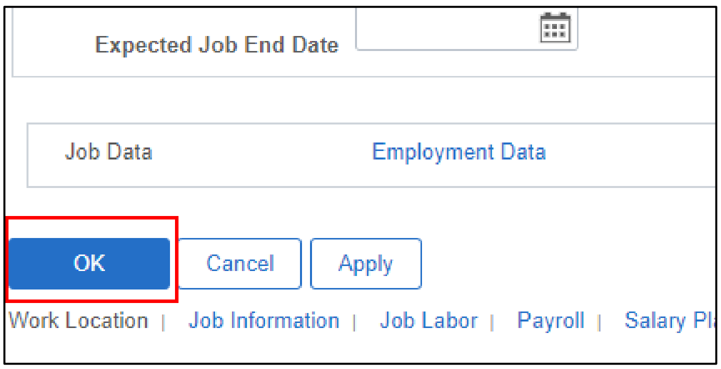
e. **Employment Data Tab**

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.



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

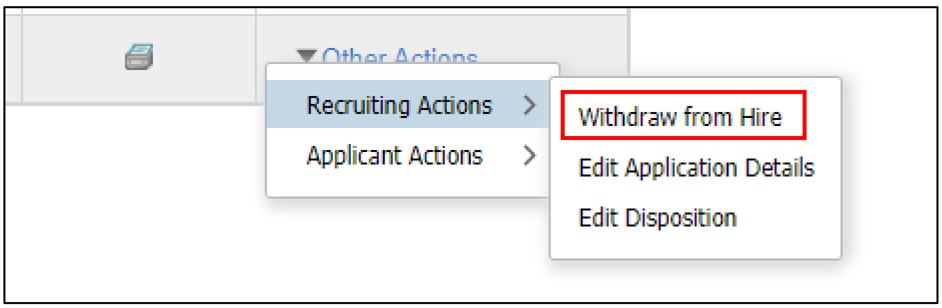
If an applicant was not added to the job opening and you entered the Job Information outside of the Manage Hires process, you will need to create a ticket to remove the applicant from the Manage Hires page and have their disposition updated to Hired.

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.

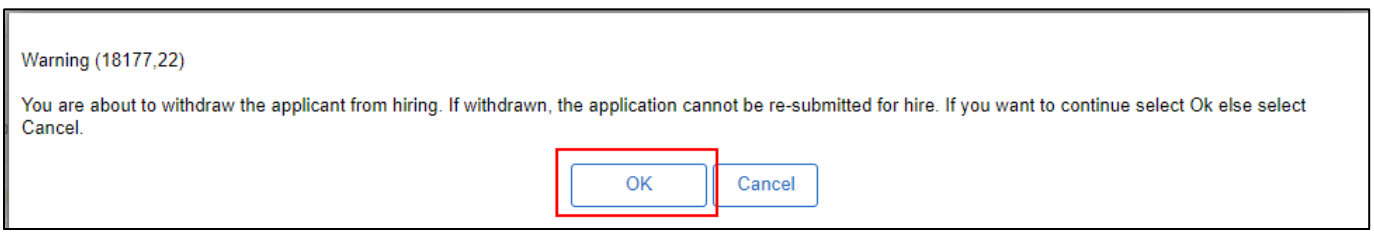
Applicant on Manage Hires Page but then Declines Position

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)

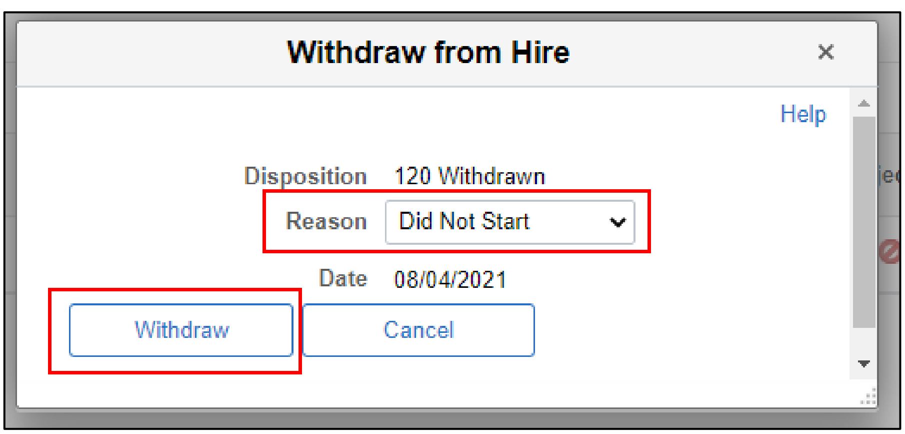
3. Go to **Other Actions – Recruiting Actions – Withdraw from Hire**



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



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



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

Applicant Name	Applicant ID	Type	Disposition
[illegible]	[illegible]	Employee	Withdrawn

Troubleshooting Tips

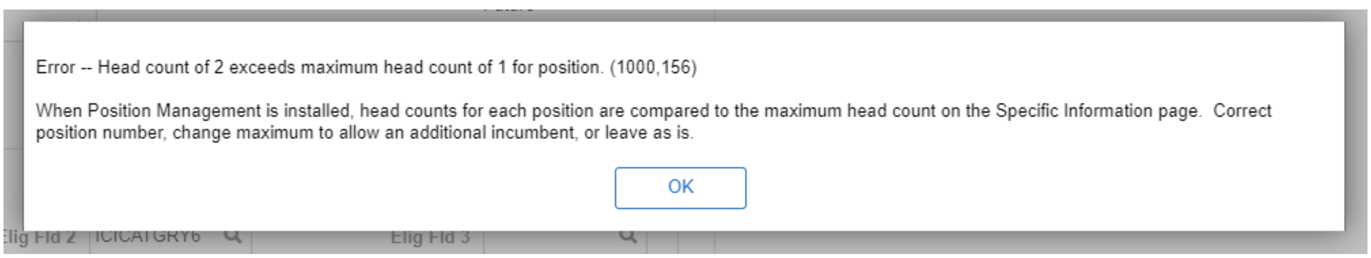
I'm hiring a former employee, but the Rehire is not displayed as a Type of Hire

During the Prepare for Hire step, the correct Type of Hire needs to be available for selection. Rehire will only display if there if 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.