

How to Submit a **Hire/Rehire/Additional Job Request** in PeopleSoft

Human Resources

Before you start	
When to use?	Use this document as a guide to submit a Hire/Rehire/Additional Job request for, <ul style="list-style-type: none"> ✓ New Budgeted employee ✓ New Non-budgeted employee
 Who should use it?	<ul style="list-style-type: none"> ✓ Managers in the reporting hierarchy of the new employee can submit a Hire/Rehire/Additional Job request who will be reporting to them in the future. ✓ Managers can also delegate their authority to submit Hire/Rehire/Additional Job requests to an administrator in their department.
Prerequisite	Hire/Rehire/Additional Job Requests for budgeted positions require an approved position to be assigned to this new employee. If one does not exist, then submit a Position Request to create a new Position before submitting the Hire/Rehire/Additional Job request.
 <i>Documents relating to this process</i>	<Link to New employment Policy?> <Link to Salary Range Policy?>

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- 1) Open an Internet Browser and go to link - <https://one.spcollege.edu/> then, use your Single Sign On (SSO) credentials to login.
- 2) On the “MySPC” homepage, scroll down to the bottom of the page and click on “Personnel Actions” tile.

Note: - Depending on security access to certain PeopleSoft areas, tiles will be aligned differently per user.

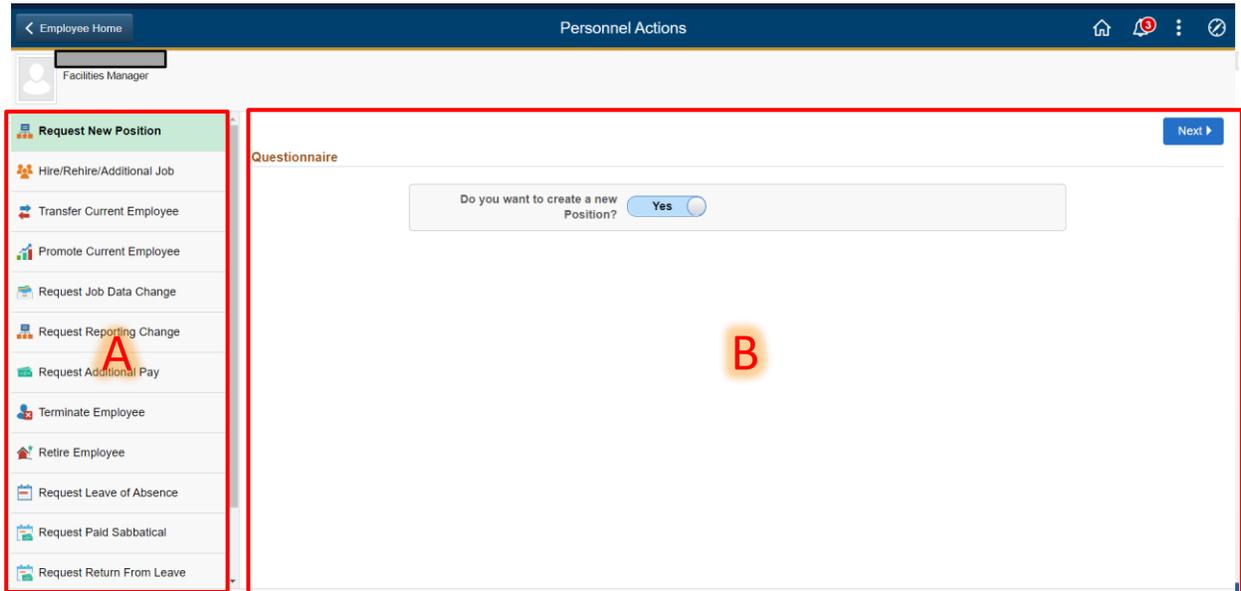
The screenshot shows the mySPC Employee Home dashboard. The dashboard is a grid of tiles. The 'Personnel Actions' tile at the bottom center is highlighted with a red border. Other tiles include Self Service, Faculty Services, Performance Management, Faculty Services (Cont), Employee Leave / Time, Webtime Approver Leave/Time, Webtime Aprv. Lv / Time (Cont), and Helpful Links.

- 3) You will be directed to the “Personnel Actions” home.

The screenshot shows the Personnel Actions page. The page has a sidebar on the left with various HR actions like Request New Position, Hire/Rehire/Additional Job, Transfer Current Employee, Promote Current Employee, Request Job Data Change, Request Reporting Change, Request Additional Pay, Terminate Employee, Retire Employee, Request Leave of Absence, Request Paid Sabbatical, and Request Return From Leave. The main content area displays a 'Questionnaire' with a question: "Do you want to create a new Position?" and a "Yes" button.

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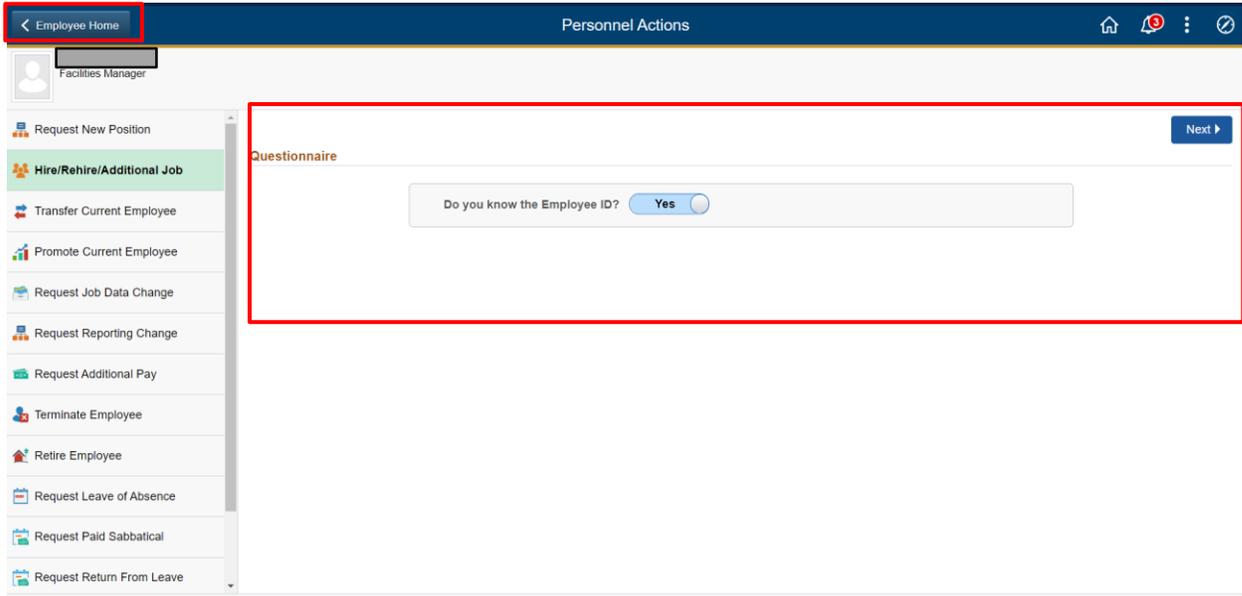
- 4) Familiarize with the layout of the “Personnel Actions” home.



- A. Left-Hand Navigation Pane – Displays the list of actions available to user. Clicking the links on this pane opens up the corresponding page on the right-hand pane.
- B. Right-Hand Action Pane – Shows the pages on which user can perform the actions.

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- 5) On the left-hand pane, click on the link “NewHire/Re-Hire/Additional Job”
 - a. The right-hand pane will display the Questionnaire.
 - b. After answering, click NEXT to proceed.



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- 6) After clicking Next, a new request gets initiated.
- a. STEP 1 in the Hire/Rehire/Additional Job request is to enter the Job details to which the employee will be Hired/Rehired along with the EmplID and Name if known.
 - b. Mandatory Fields:
 - i. **Transaction Date** – Date on which the employee should become effective on.
 - ii. **Reason** – Select the Reason from the list depending on the type of action being performed. If this transaction is to hire another active employee who is currently working at a different department use the Reason of transfer.
 - iii. **Employee Name** – Enter the Name of the person being hired
 - ➔ iv. **Job Title** – If the new employee is NOT BUDGETED, then “**Job Title**” field is entered. Select the Job Title to which the employee needs to be added to. If the required “Job Title” is not available in the list, then contact HR.
 - a) **Reports To** - Select the reports to value of the manager to whom the employee needs to be reporting to.
 - b) **Department** - Select the department value to which the employee needs to be added to.
 - c) **Location** - Select the location value to which the employee needs to be added to.
 - d) **Standard Hours** – Update standard hours based on the employee’s schedule.
 - e) **Full/Part Time** - Select Full-Time/Part-Time based on the employee’s schedule.
 - ➔ v. **Position Title** - If the new employee is BUDGETED, then “**Position Title**” field is entered. Select the Position Title to which the employee needs to be added to. If the required “Position Title” is not available in the list, then request one using “Request a New Position” transaction.
 - vi. **Job Earning Distributions** – Select the Distribution type and the Cost Center values to which the employee earnings need to be distributed. If the earnings need to be split between multiple cost centers then select the distribution type of “By Hours” or “By Percent” and enter the appropriate Cost centers and the split values.
 - c. Optional Fields:
 - i. Fields highlighted in ORANGE below are *optional* to be entered in NewHire/Re-Hire/Additional Job Request.

EXAMPLE - An employee in Non-Budgeted Job

X ExitHire/Rehire/Additional Job 🔔 1

Facilities Manager 1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire Next >

Employee Information

Empl ID

*Employee Name

Work and Job Information

*Transaction Date

Reason

New Information

Position Title

Business Unit

*Department

*Location

*Job Title

Standard Hours

FTE

*Full/Part Time

Reports To

Manager Name

● Changes Made
* Required Field

Job Earnings Distribution

*Distribution Type

Cost Center

Additional Pay

*Reason for Additional Pay

Start Date

End Date

*Earning amount per pay period

Total amount to be paid (Goal amount)

Additional Pay Periods

First No

Second No

Third No

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EXAMPLE - An employee in Budgeted Position

- a. If the selected employment is BUDGETED, then select the Position Title to which the employee needs to be hired/rehired.
-  b. If the required "Position Title" is not available in the list, then EXIT the Hire/Rehire/Additional Job request and request a new position using "Request New Position" transaction.

The screenshot shows the 'Hire/Rehire/Additional Job' form with the following fields highlighted:

- Employee Information:** Empl ID, *Employee Name (John Test).
- Work and Job Information:** *Transaction Date (02/04/2021), Reason (Hire).
- New Information:** Position Title (Custodian), Business Unit (Facilities Plan & Inst Svcs), *Department (Custodial Services SPG), *Location (St. Petersburg/Gibbs Campu), *Job Title (Custodian), Standard Hours (40.00), FTE (1.000000), *Full/Part Time (Full-Time), Reports To (Facil Mgr. Custodial&Landsc), Manager Name (Jason Soler).
- Job Earnings Distribution:** *Distribution Type (Single Cost Center), Cost Center (10-11110400-01111).
- Additional Pay:** *Reason for Additional Pay (Cell Phone Stipend), Start Date (02/01/2021), *Earning amount per pay period (100.00), Total amount to be paid (Goal amount).
- Additional Pay Periods:** First Yes, Second Yes.

c) Usage of Optional Fields:

- I. **Additional Pay** – If an employee needs to be assigned any additional pay like "Mobile Stipend," then use the "Additional Pay" section.

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- 7) After entering the "Job Title "or "Position Title" and other information as needed, click on NEXT to proceed.
- 8) STEP 2 in the Hire/Rehire/Additional Job request is to enter the Compensation information for the employee. The Compensation Detail page has 2 sections.
 - a. Enter the new compensation field –New Amount field – highlighted in RED below.
 - b. Section highlighted in ORANGE below is for INFORMATION ONLY and no data entry is needed.

Facilities Manager

Hire/Rehire/Additional Job

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

Compensation Details

Pay Component	New Amount	Currency Code	Type	Frequency
Default NA Hourly	10.00	USD	Hourly Rate	Hourly

20,800.00 Compa-Ratio:0.76

22,443.20 Minimum 27,497.60 Midpoint 32,552.00 Maximum

● Changes Made
* Required Field

- 9) When a Compensation amount entered is below the minimum or above the maximum range then a WARNING message may appear. This *DOES NOT* prevent you from proceeding: Review the warning and click OK to continue.

Facilities Manager

Hire/Rehire/Additional Job

1 Job Detail 2 Compensation Detail 3 Review & Submit

Return to Questionnaire < Previous Next >

Compensation Details

Pay Component	New Amount	Currency Code	Type	Frequency
Default NA Hourly				Hourly

20,800.00 Compa-Ratio:0.76

Annual Rate is less than the minimum specified in the Salary Grade Table.
A minimum annual rate is specified in the Salary Grade Table, and the annual rate calculated for the salary change entered falls below that minimum.
If the annual rate is correct, leave as is. Otherwise, enter the correct salary change.

OK

● Changes Made
* Required Field

- 10) After entering the new compensation, click on NEXT to proceed to STEP 3.

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- 11) STEP 3 in the NewHire/Re-Hire/Additional Job request is to "Review and Submit".
 - a. Data fields that were changed in STEP 1 and STEP 2 are highlighted in ORANGE.
 - b. Use the COMMENTS section to enter any additional information to the approvers.
 - c. Use the ATTACHMENTS section to attach any supporting documents to the approvers.
 - d. To change any information, click PREVIOUS button to go back to STEP 2 and 1.

✕ Exit
Hire/Rehire/Additional Job
🔔

Facilities Manager

1 Job Detail

2 Compensation Detail

3 **Review & Submit**

Return to Questionnaire

← Previous
Submit

Review and Submit

Transaction Date 02/04/2021

Reason Hire

New Information

Position Title ● Custodian 00000573

Business Unit Facilities Plan & Inst Svcs FACSV

Department ● Custodial Services SPG CUSTSRV-SP

Location ● St. Petersburg/Gibbs Campus 03000

Job Title ● Custodian J0501

Standard Hours 40.00

FTE 1.000000

Full/Part Time Full-Time

Reports To ● Facil Mgr, Custodial&Landscape 00000974

Manager Name ● Jason Soler

Annual Salary ● 20,800.00 USD

Annual Rate ● 20,800.00 USD

Comments

Enter comments here to support this hire request!

Attachments

No documents have been attached.

Add Attachment

● Changes Made
* Required Field

Employee Information

Empl ID

Employee Name John Test

Job Earnings Distribution

Earnings Distribution Type Single Cost Center

Cost Center 10-11110400-01111

Additional Pay

Reason for Additional Pay Cell Phone Stipend

Start Date 02/01/2021

End Date

Earning amount per pay period 100.00

Total amount to be paid (Goal amount)

Applies To Pay Periods

First Yes

Second Yes

Third No

Fourth No

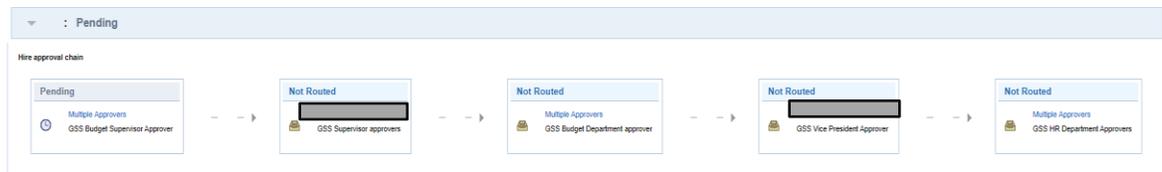
Fifth No

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- 12) After reviewing the information, click SUBMIT to send the request forward through the workflow approvals.
- 13) A standard NewHire/Re-Hire/Additional Job Request requires the following 5 levels of approvals.
 - a. Budget Supervisor (only if the Cost Center of the employee is modified)
 - b. Requestor's Manager
 - c. Budget Department
 - d. Vice President
 - e. HR Department
- 14) You will receive an email notification when the request is submitted for your reference.
- 15) When the NewHire/Re-Hire/Additional Job Request is submitted successfully, the page below appears showing the workflow approval process.



Hire approval chain



End of Activity