New Hire Request Instructions for Graduate Students and Search Firm Hires

The "New Hire Request" page is for hires that do not need to go through Recruiting Solutions and that meet specific criteria including, but not limited to, complying with State and Federal Vets Preference. This page is only for the following types of hires:

- ***Graduate Student Assistants***
- ***Hires using a search firm.***

Security access to the New Hire Request page can be requested by sending an email, with department chair/head approval to ndsu.payroll@ndsu.edu.

Before starting the "New Hire Request" process, you will need the following information:

- Name and email address of new hire
- Start Date
- Position Number (Contact Human Resources or Budget, if not known)
- Starting Compensation
- Campus Address (if employee does not have a specific location, please use the address of the employing department)

One you have the information, please follow these steps:

1. Use the Navigate menu to reach the New Hire Request Page
    a. Navigate -> Manager Self Service -> Job and Personal Information -> New Hire Request. (See Figure 1 below for an image of the Navigate button)
    b. It's recommended to add "New Hire Request" option to your preferred homepage.

Figure 1 - Navigate Button

2. Click the **"Request New Hire"** radio button.

3. After clicking the radio button, a **"Position"** box will appear. Click in the "Position" box or click the magnifying glass to Search. Enter the position for the new hire or select the Position number from the Search.

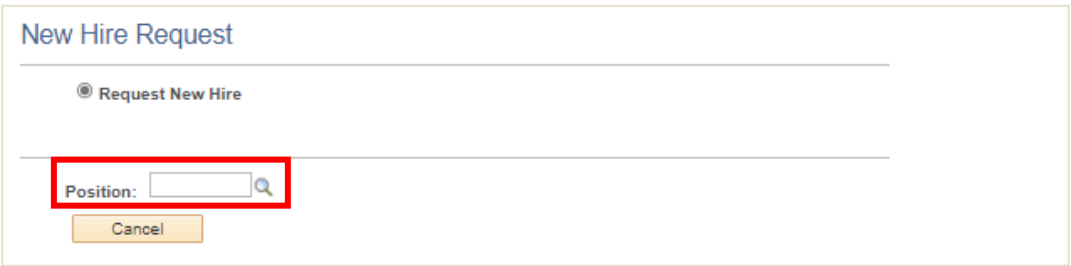


Figure 2 - New Hire Request Window

4. After entering the Position number, the following question appears: “Does an Empl ID exist for the proposed hire?” Select “**Yes**” or “**No**”.
    a. If you select “Yes”, enter the Employee or Student ID in the box that appears. The name will populate from HR or Campus Connection.
    b. If you select “No”, or you don’t know what the Empl ID is, complete the name fields that appear.

5. Click the “Continue” button at the bottom of the page.

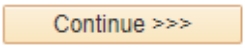


Figure 3 - Continue Button Example

6. Click in the **“Start Date”** field and enter the Anticipated Start Date.
    a. The actual start date will be determined by when the employee completes their personal information and I-9.

7. Click in the **“Email”** field. Enter Email address
    a. Please confirm you are entering the correct email address, or employee will not be notified to enter their information and your hire will be substantially delayed.

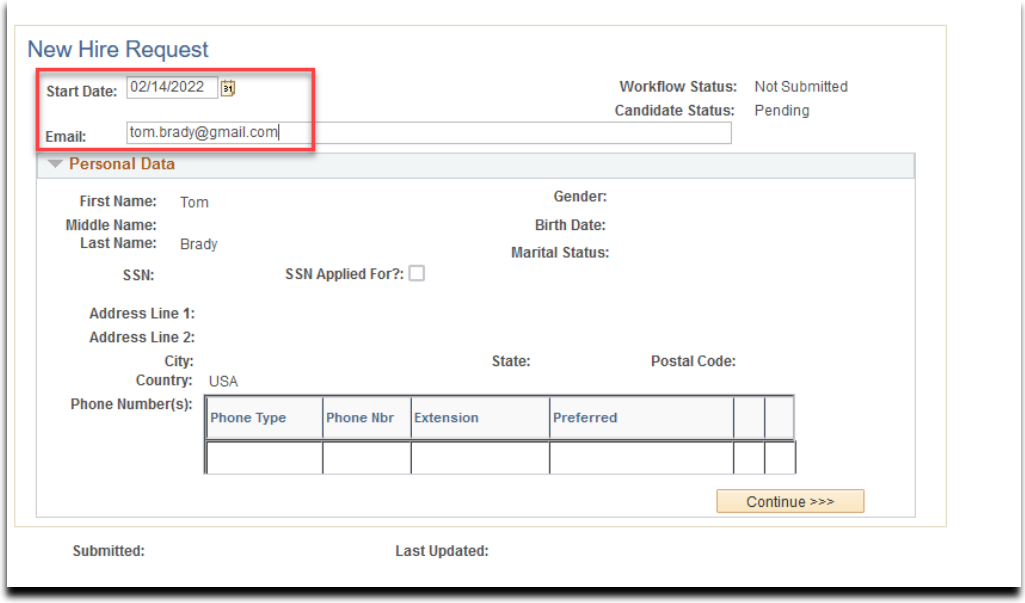


Figure 4 - Anticipated Start Date and Email

8. Click the **“Continue”** button at the bottom of the page (See Figure 3 for example of button).

9. Expand **“Payroll”** Section by clicking on the arrow to the left of the Payroll Data header.
    a. Check the default Job Standard Hours (Job Std Hours).
        i. If the number is correct, there is nothing you need to do.
        ii. If the number is incorrect, **do not correct in this field.** Instead enter correct number of hours per week in the “Comment” box.
    b. Enter Contract Length and Tenure Accrual, if appropriate.
    c. Enter Comp Frequency (Comp Freq) and Compensation Rate (Comprate).

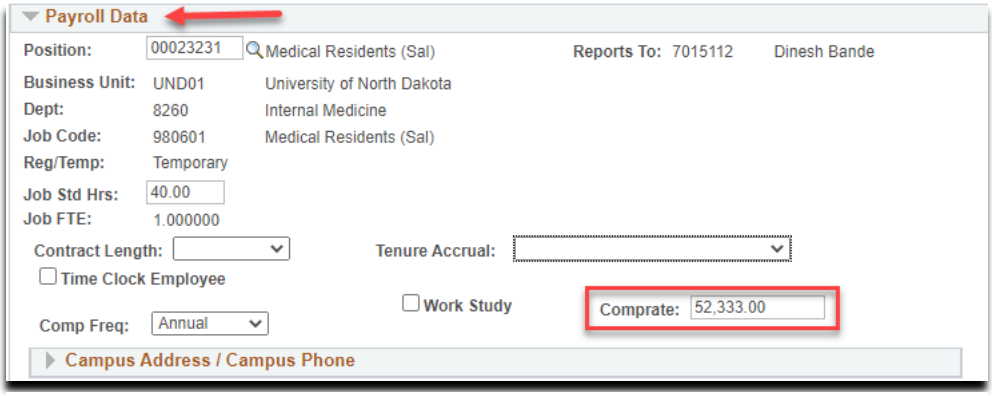


Figure 5 - Payroll Data Section

10. Expand **"Campus Address/Campus Phone"** section by clicking on the arrow to the left of the header. Enter campus **Work** Address and campus phone. If employee will not have a specific work address, use the Department Address instead.

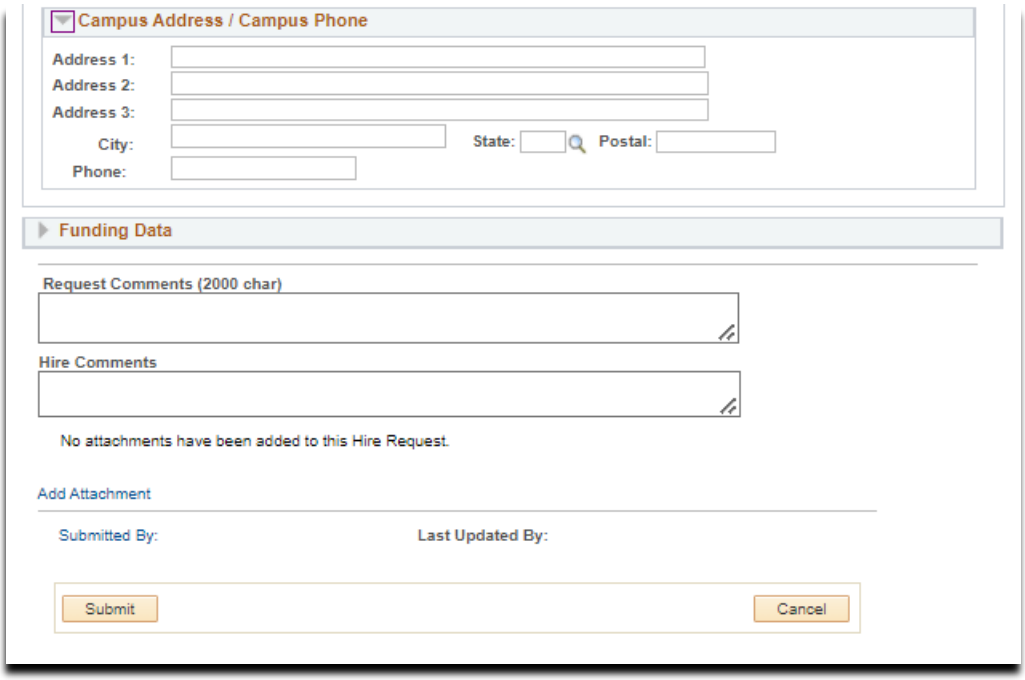


Figure 6 - Campus Address / Campus Phone

11. You do not need to complete the Funding Data section. Please ignore this section.
    a. If a funding change is needed, a Position Funding Change form should be submitted to the Budget Office.

12. Near the bottom of the page, you will find a "Request Comments" and "Hire Comments" box (See Figure 6). Enter any comments as needed.
    a. If applicable, include: KABA clock, contract dates (if Contract Employee), Job ID from the recruiting software used, or any other information necessary to know for the hire.

13. At the very bottom of the page, you will find a link to add attachments ("Add Attachment" – See Figure 6): If the hire is a Graduate Student Assistant, a copy of their Graduate Assistant contract is required to be attached. For those hired with a Search Committee, the signed Job Offer or Contract is required to be attached. Other attachments may also be added to provide additional information.

14. Finally, click the yellow "**Submit"** button in the bottom left corner of the page.

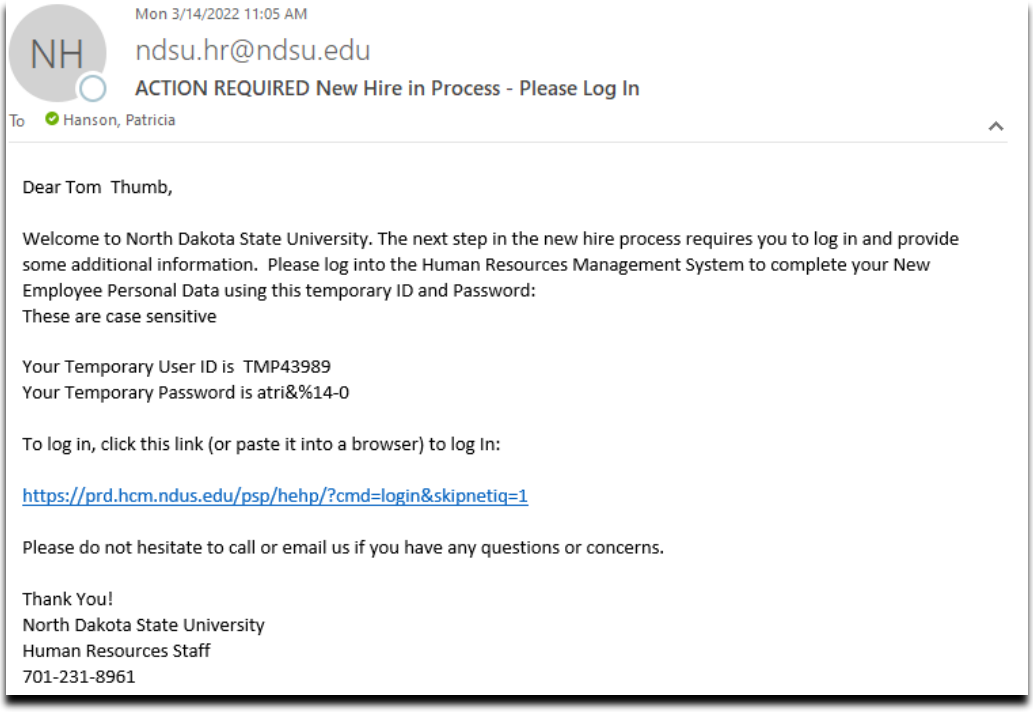
15. The Request for Hire has now been submitted directly to NDSU HR. If the New Hire has never worked for NDSU, please inform them they will be receiving an email from ndsu.hr@ndsu.edu, requesting their personal information to set up their employee record.

    a. Please see the section below titled "**Process for New Hire (Information Only)**" on Page 5 for more information on this step.

16. The New Hire will not be approved until the personal information and I-9 (if needed) has been completed. **The employee cannot start work until the individual submitting the hire receives an email notification from NDSU HR, approving the hire.**
    a. Please see the section below titled "**I-9 Process for New Hires (Information Only)**" on Page 8 for more information on this step.

Process for New Hire (Information Only)

If the new hire has never been employed by NDSU, an email will be sent to the new hire. This email will instruct them to click on a link and enter their personal data (Birthdate, SSN, Gender, home address, etc.). The following is an example of the email sent to the new employee:



Mon 3/14/2022 11:05 AM

NH ndsu.hr@ndsu.edu

ACTION REQUIRED New Hire in Process - Please Log In

To Hanson, Patricia

Dear Tom Thumb,

Welcome to North Dakota State University. The next step in the new hire process requires you to log in and provide some additional information. Please log into the Human Resources Management System to complete your New Employee Personal Data using this temporary ID and Password:
These are case sensitive

Your Temporary User ID is TMP43989
Your Temporary Password is atri&%14-0

To log in, click this link (or paste it into a browser) to log In:

https://prd.hcm.ndus.edu/psp/hehp/?cmd=login&skipnetiq=1

Please do not hesitate to call or email us if you have any questions or concerns.

Thank You!
North Dakota State University
Human Resources Staff
701-231-8961

Figure 7 - Email to New Hire

1. The New Hire will use the link in the email to get to the HCM Employee Self-Service log in portal. They will then log into HCM by entering the Temporary User ID and the Temporary Password provided in the email.

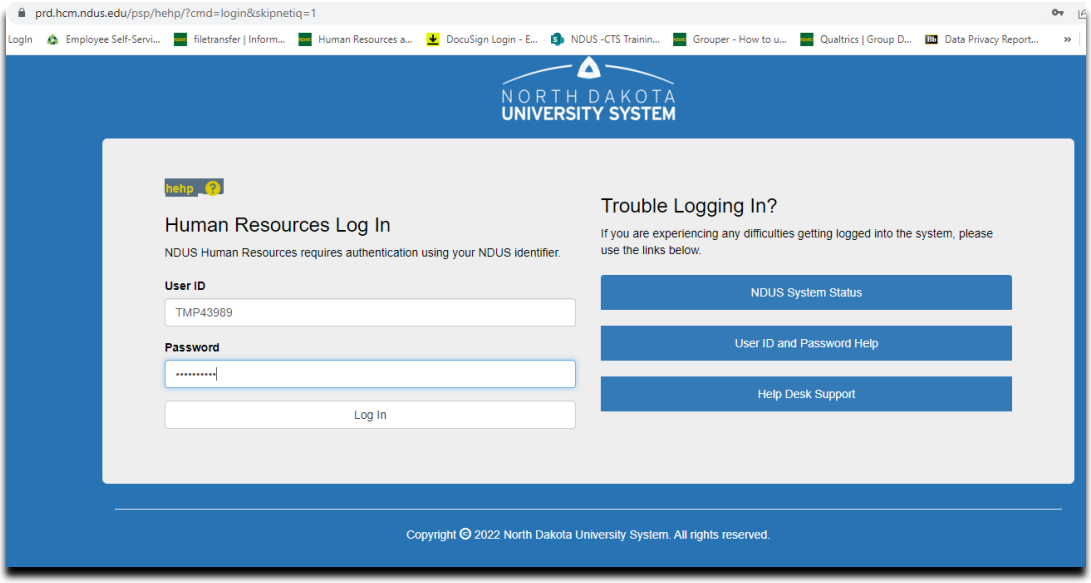


Figure 8 - HCM Login Portal

2. The New Hire will click on the New Employee Personal Data tile.

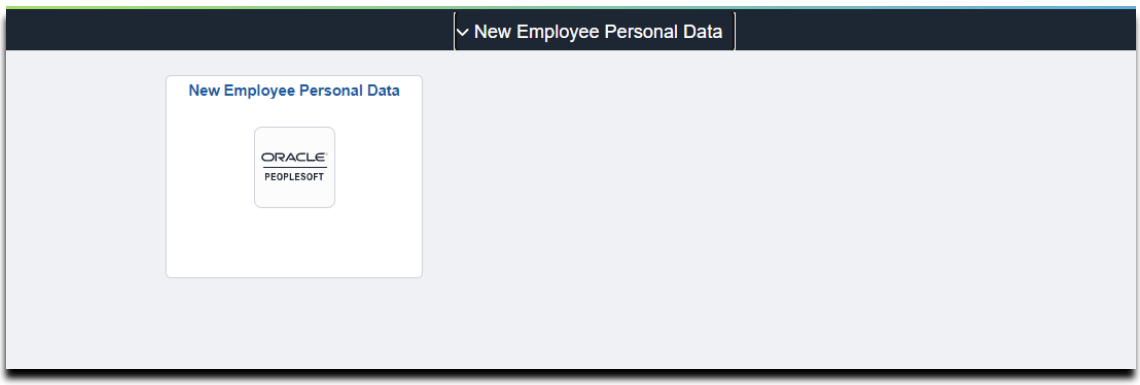


Figure 9 - New Employee Personal Data Tile

3. The New Hire will verify their information is accurate (First and Last Name) and enter Middle Name, Gender, Date of Birth, Marital Status, Social Security Number, Home address, and cell/home phone number.

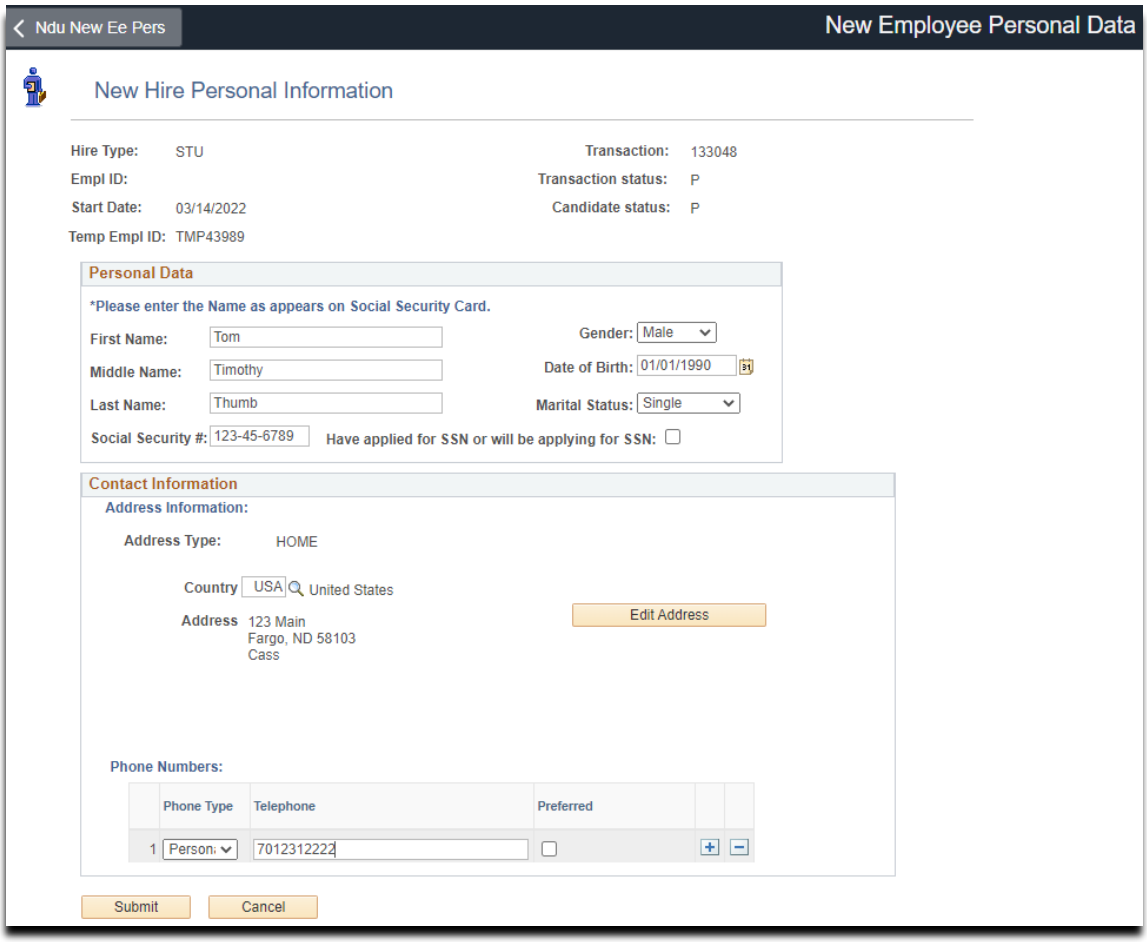


Figure 10 - Employee Personal Data Screen

4. Finally, the New Hire will click “Submit”.
    a. They still have a chance to review the information on the next screen.

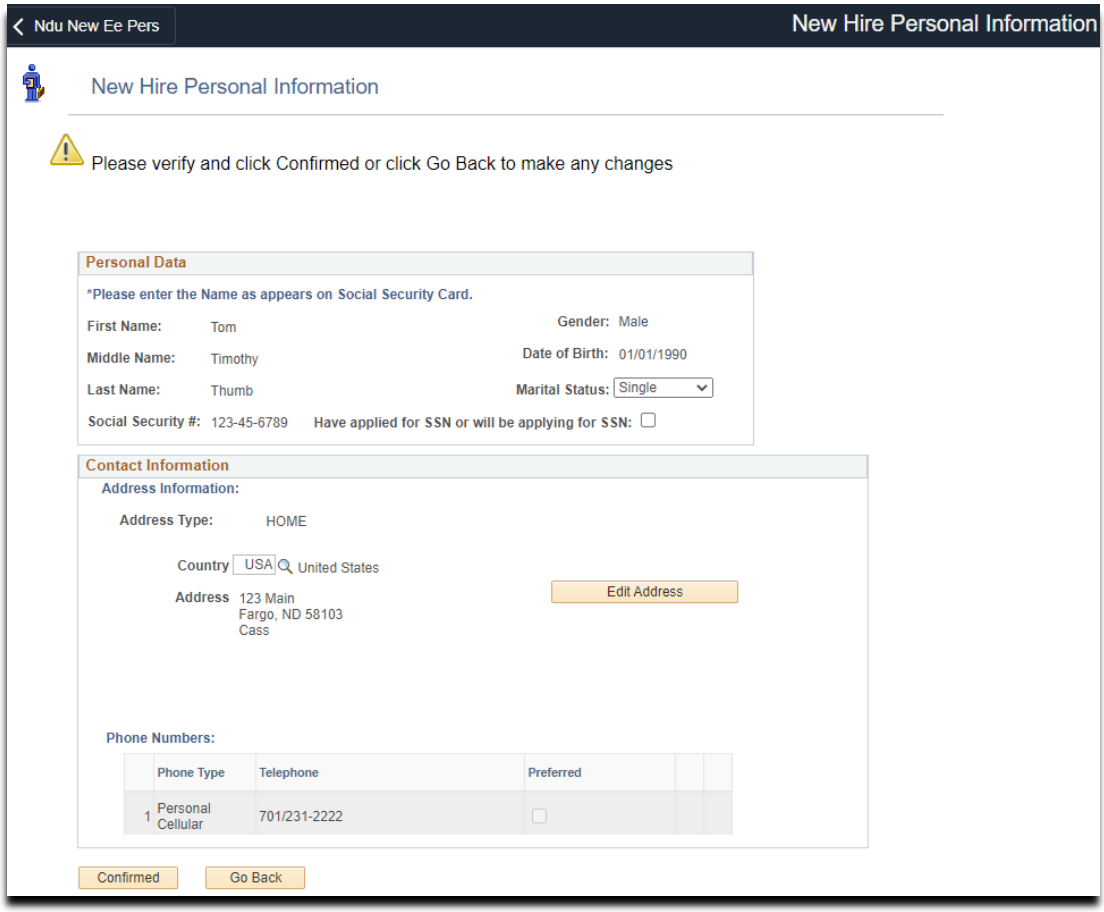


Figure 11 - Employee Personal Data Confirmation Screen

5. The New Hire reviews the entered information for accuracy. If there are errors, the New Hire should click the “Go Back” button and fix the errors. If there are no errors, the New Hire will click the “Confirmed” button.

Note: The New Hire will not be able to access Employee Self-Service again, until the hire is approved, and they receive their “On-Boarding” email.

I-9 Process for New Hires (Information Only)

New Hires will need to complete an I-9 if they are not currently employed by NDSU or they are an international employee and their document(s) have expired.

1. If an I-9 is required to be completed, the New Hire will receive an email from i9complete@trackercorp.com with a link to complete Section 1 of the I-9 online.

2. The New Hire will then need to present their original identification documents to HR, or approved department representative, to complete Section 2 of their I-9.
    a. **Both Section 1 and Section 2 need to be completed prior to the hire being approved, or the New Hire starting work.**

3. When the New Hire has completed all necessary steps, the individual who submitted the New Hire Request will receive an email notifying them the hire has been approved and the date the employee is able to start work.