HCM NEW HIRE REQUEST PAGE GUIDE

GRADUATE STUDENT ASSISTANTS & NDSU Students & Work Study

NEW HIRE REQUEST INSTRUCTIONS

NOTE: DO NOT COMPLETE THIS FORM WITHOUT COMPLETING A BACKGROUND CHECK - IF APPLICABLE) Policy Section 112 Background checks are needed for:

Non-benefited positions, including volunteers who-

- have access to confidential or proprietary information;
- have master keys;
- have access to cash, credit, debit or other financial transactions;
- are residence hall and/or apartment managers, directors or assistants;
- are child care employees and other employees who have unsupervised contact with minor children;
- are responsible for, or with access to, controlled substances and other drugs, explosives or potentially dangerous chemicals and other substances;
- are instructional faculty and staff, including graduate teaching assistants; and, 8. are counselors and coaches.

Hire page 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, NDSU Student/Work Study hires and hires using a search firm.

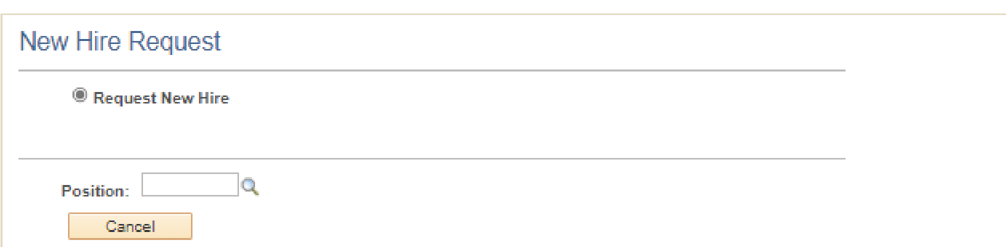
You will need the following information:

- 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)

Then follow these steps:

1.  Navigate - Manager Self Service>Job and Personal Information >New Hire Request. (***Recommended to add New Hire Request to your preferred homepage.)***

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



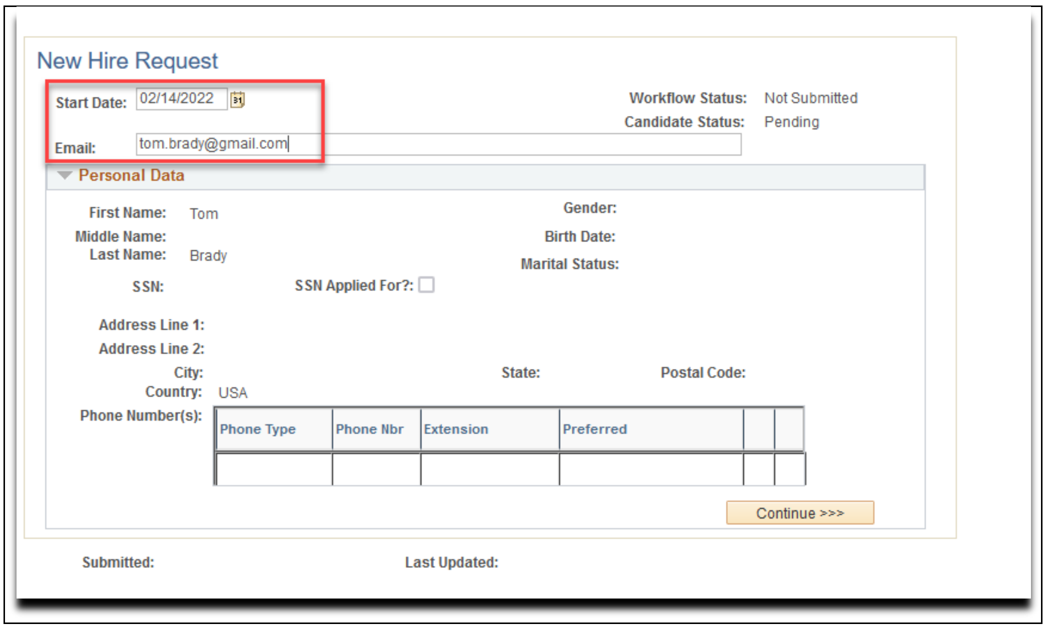
3. Position appears. Click in the Position box or click the magnifying glass to Search. Enter the position for the new hire or select the Position number from the Search.

4. This question appears: Does an Empl ID exist for the proposed hire? Click Yes or No
    a. If No, or you don't know what it is, complete the name fields that appear.
    b. If Yes, enter the Employee or Student ID: The name will populate from HR or Campus Connection

5. Click the Continue >>> button. 

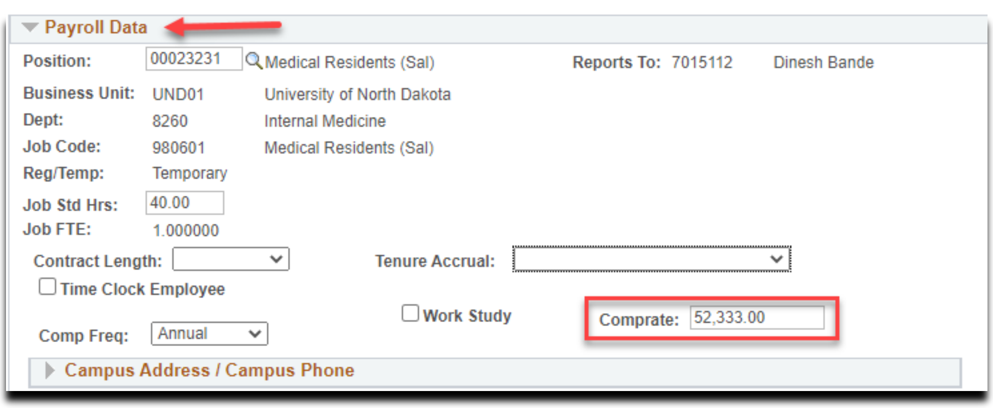
6. Click in the **Start Date** field. Enter Anticipated Start Date  (The actual start date will be determined by when the employee completes their personal information and I-9)

7. Click in the **Email** field. Enter Email address (Be very careful you enter the correct email address, or employee will not be notified to enter their information and your hire will be substantially delayed.)

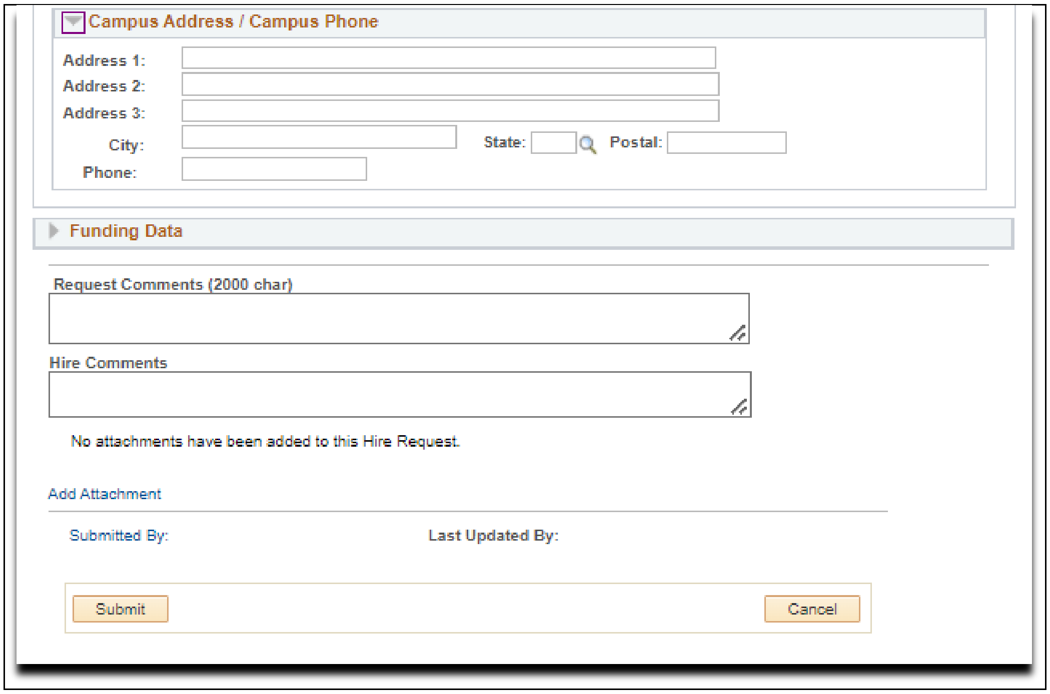


8. Click the **Continue** >>> button.

9. Expand Payroll section (by clicking on the arrow to the left of the Payroll Data header)
    a. If defaulted Job Standard Hours are incorrect, do not correct in this field, enter correct number of hours per week in the comment box.
    b. Enter Contract Length and Tenure Accrual, if appropriate
    c. Enter Comp Frequency and Compensation Rate



10. Expand Campus Address/Campus Phone section to enter campus work address and phone. If employee will not have a specific work address, use the department address.



11. Funding Data-Don't Use. If a funding change is needed, a Position Funding Change form should be submitted to the Budget Office.

12. Enter Comments: Include **Handshake Job ID# (for Student & Work Study) and if Background is completed (if applicable)**.
    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. **Add Attachments:** If 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.

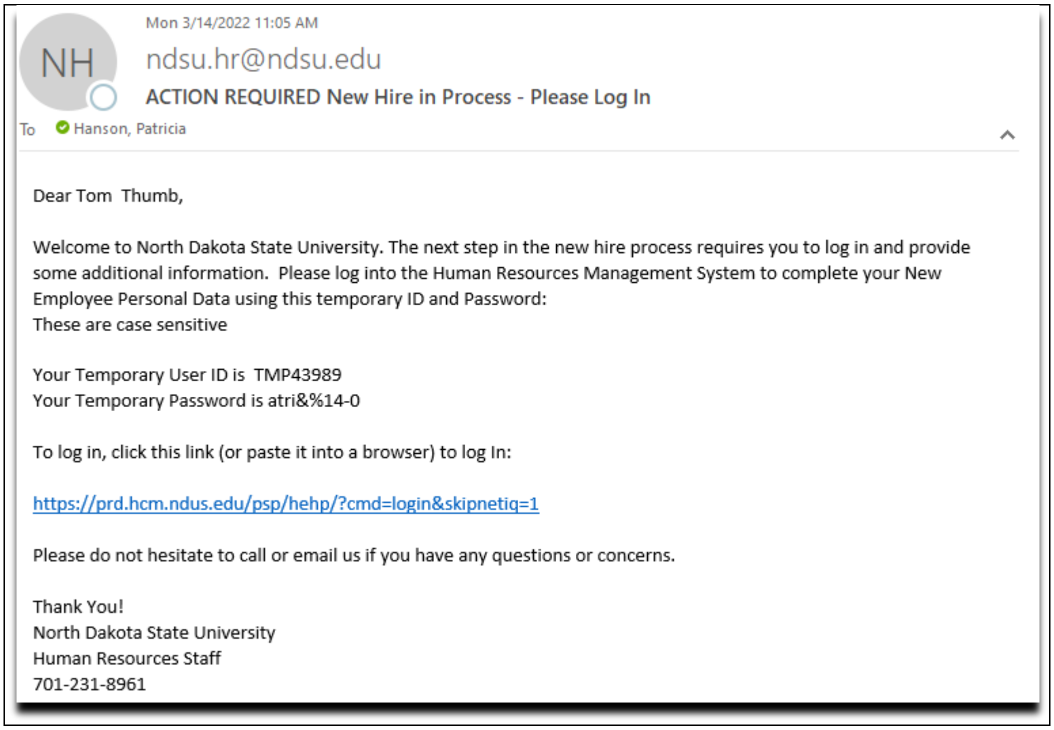
14. Click the **Submit** button.

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.

16. The New Hire will not be approved until the personal information and I-9 (if needed) has been completed. **The employee can not start work until the individual submitting the hire receives an email notification from NDSU HR, approving the hire.**

Process for New Hire acceptance email (Information Only)

If the new hire has never been employed by NDSU, an email has been sent to the new hire requesting 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
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

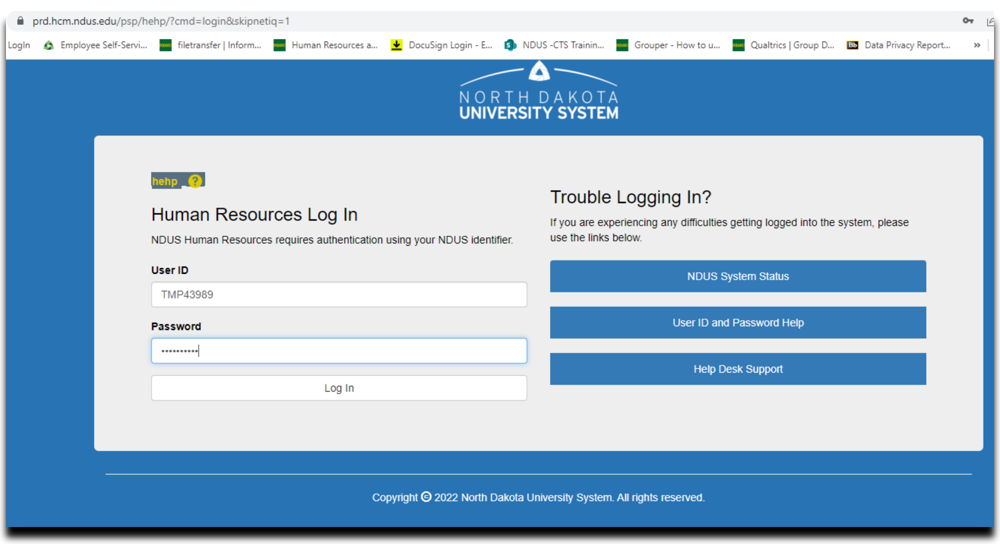
To log in, click this link (or paste it into a browser) to log In:

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

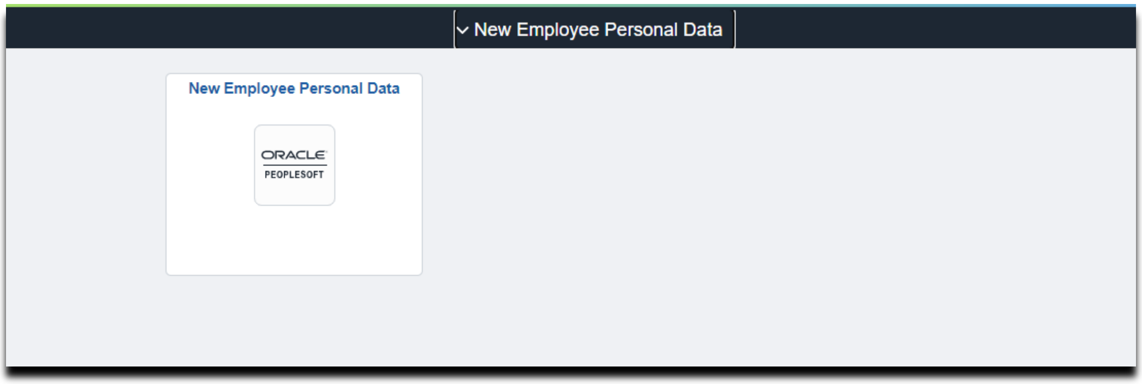
Please do not hesitate to call or email us if you have any questions or concerns.

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

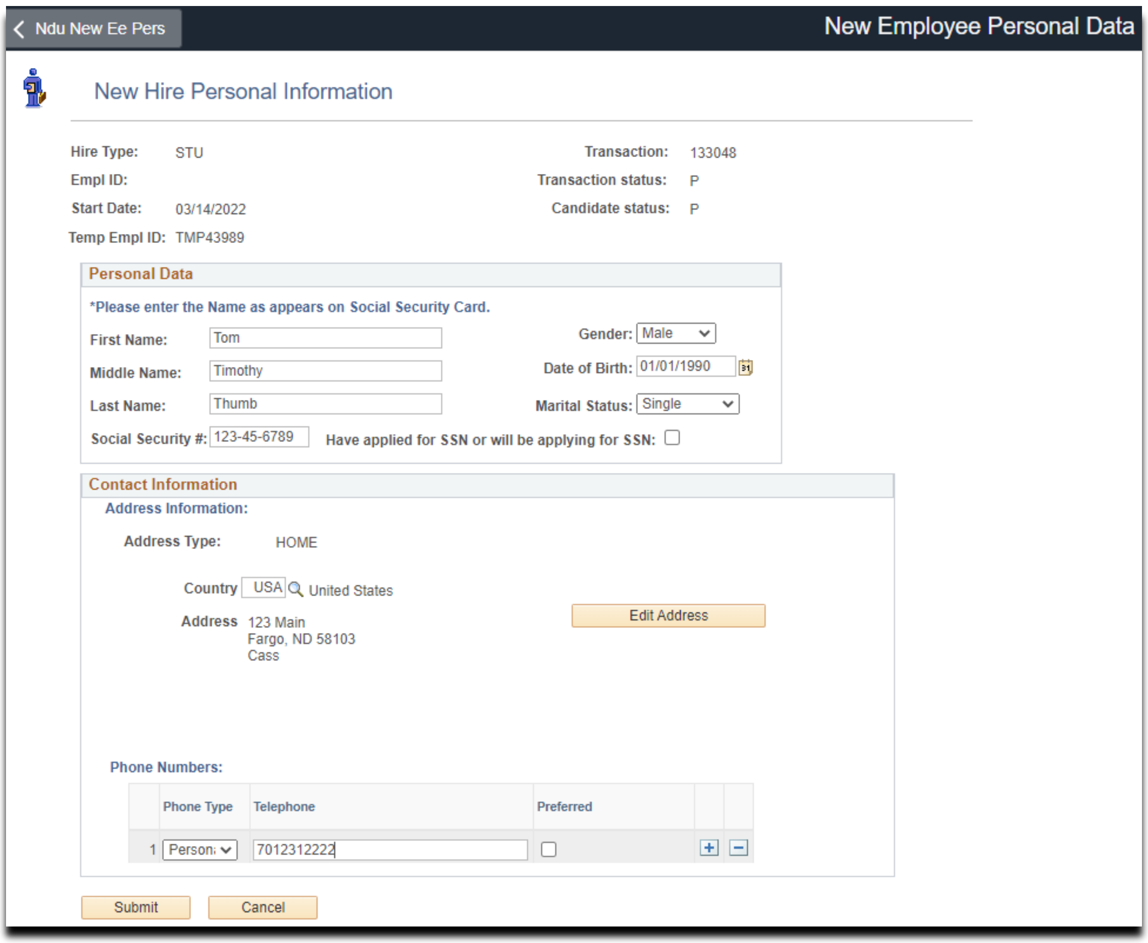
1. The New Hire uses the link in the email to log into HCM Employee Self-Service. Then log into HCM by entering the Temporary User Id and the Temporary Password, provided in the email.



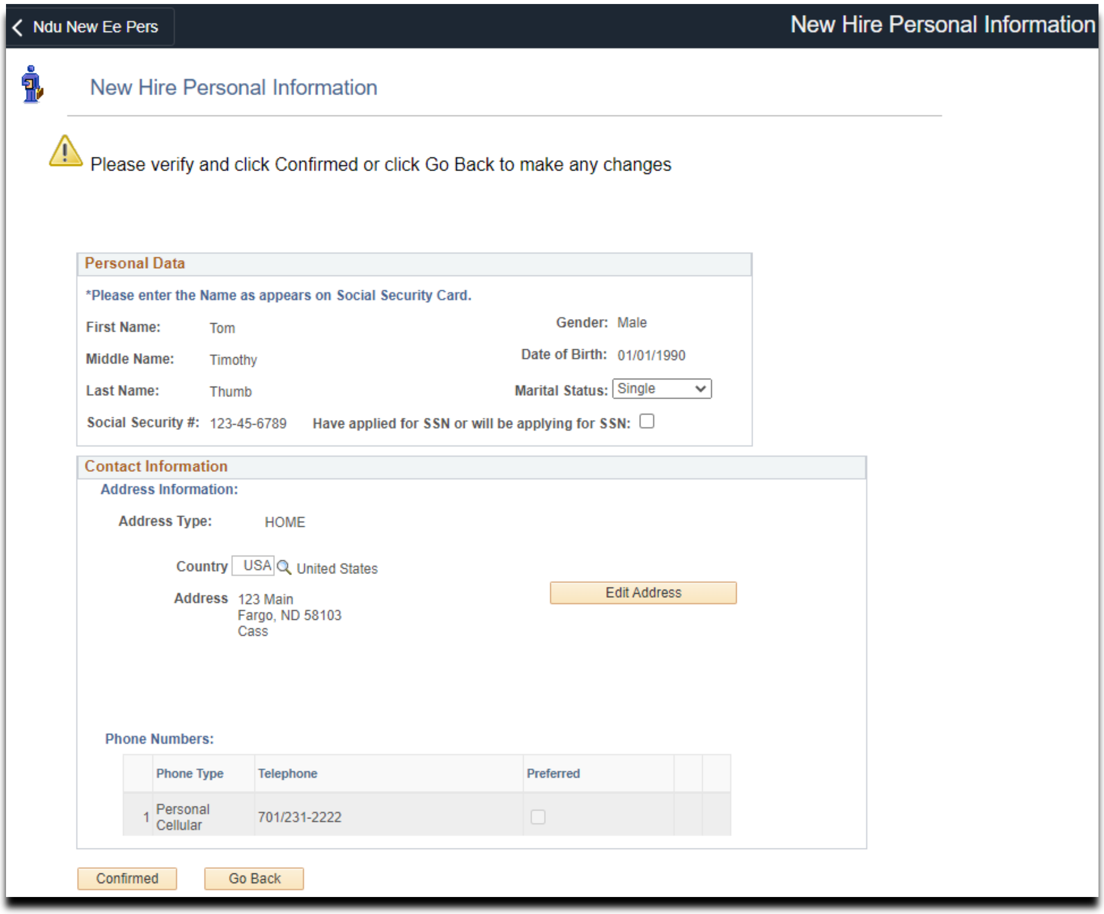
2. New Hire clicks on the New Employee Personal Data tile.



3. New Hire verifies their legal name appears, enters Middle Name, Gender, Date of Birth, Marital Status, Social Security Number, Home address, and cell/home phone number.



4. New Hire clicks Submit



5. New Hire reviews data for accuracy. If there are errors, click Go Back and fix errors. If no errors, click Confirm.

6. New Hire will not be able to access Employee Self-Service again, until his Hire is approved and he receives his On-Boarding Email.

I-9 Process for New Hires (Information Only)

1. 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.

2. 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. 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. **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.