





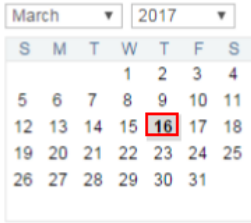





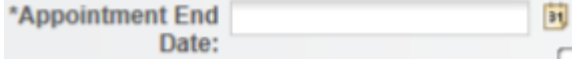



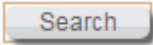
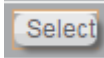
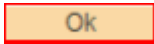
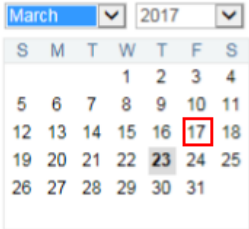
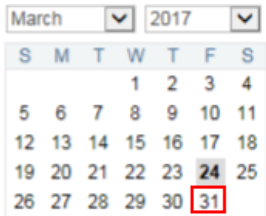
## Creating a Hire eForm for a Graduate Student



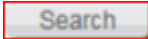

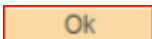
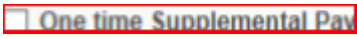



Step	Action
1.	Once you have navigated to PeopleSoft HCM, Click the <b>Main Menu</b> button. 
2.	Click the <b>UofA eForms WorkCenter</b> list item.  UofA eForms WorkCenter
3.	Click the <b>Add an eForm</b> link. 
4.	<b>Step 1: <u>Conduct a search to confirm if the person has an existing Person ID.</u></b>
5.	Enter the person's first name e.g. " <b>John</b> " into the <b>First Name</b> field. 
6.	Enter the person's last name e.g. " <b>Smith</b> " into the <b>Last Name</b> field. 
7.	Click the button to the right of the <b>Date</b> field. 
8.	Select the Month, Year and Day of the person's birthday. 
9.	Click the <b>Search</b> button. 
10.	<b>Step 2: <u>Add Person for Hire</u></b> Click the <b>Add Person for Hire</b> button. 

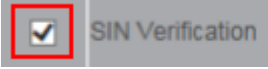
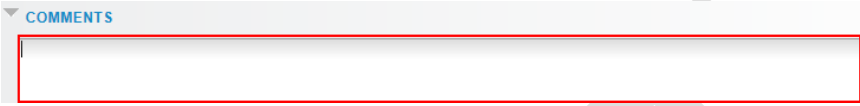

Step	Action
11.	<b>Step 3: <u>Enter the Person's Personal Information.</u></b> Enter data into the relevant fields on the Hire Personal page.
12.	If the default 999999999 displays in the <b>Social Insurance #</b> field, update the field with the correct SIN, if available. <b>*Social Insurance #:</b> <input type="text"/>
13.	Click the button to the right of the <b>*Citizenship Country</b> field. <b>*Citizenship Country:</b> <input type="text"/> 
14.	Click the appropriate Citizen Country eg. <b>CAN [Canada]</b> list item.
15.	Click the button to the right of the <b>*Citizenship Status</b> field. <b>*Citizenship Status:</b> <input type="text"/> 
16.	Click the appropriate Citizenship Status eg. <b>C [Canadian Citizen]</b> list item.
17.	Click the button to the right of the <b>*Country</b> field. <b>*Country:</b> <input type="text"/> 
18.	Click the appropriate Country eg. <b>CAN [Canada]</b> list item.
19.	Enter the person's home address e.g. " <b>5526 99 AVE NW</b> " into the <b>Address 1: Required</b> field. <b>*Address 1:</b> <input type="text"/>
20.	Enter the city e.g. " <b>Edmonton</b> " into the <b>City</b> field. <b>*City:</b> <input type="text"/>
21.	Click the button to the right of the <b>*Prov:</b> field. <b>*Prov:</b> <input type="text"/> 
22.	Click the appropriate Province eg. <b>AB</b> list item.
23.	Enter the Postal Code with a space as the separator, into the <b>Postal: Required</b> field. <b>*Postal:</b> <input type="text"/>
24.	Enter the Home Phone Number e.g. " <b>7805556654</b> " into the <b>Home Phone</b> field. <b>Home Phone:</b> <input type="text"/>
25.	Click the <b>Next &gt;&gt;</b> button. 

Step	Action
26.	<b>Step 4: <u>Enter Basic Job Information</u></b>
27.	Click the button to the right of the <b>*Effective Date:</b> field. 
28.	Enter the student's date of appointment. 
29.	Click the button to the right of the <b>Employment Type</b> field. 
30.	Click the appropriate Employment Type eg. <b>Student</b> list item.
31.	Click the button to the right of the <b>Employment Subtype</b> field. 
32.	Click the appropriate Subtype eg. <b>GRAF</b> list item.
33.	Click the button to the right of the <b>Employee Group</b> field. 
34.	Click the appropriate Employee Group eg. <b>230 [GRAF]</b> list item.
35.	<b>Step 5: <u>Enter Job Information</u></b>
36.	Click the button to the right of the <b>Job Code</b> field. 
37.	Click the appropriate Job Code eg. <b>S0056</b> list item.
38.	Enter the 6 digit Department Number e.g. " <b>360710</b> " into the <b>Department: Required</b> field. 
39.	Click the button to the right of the <b>*Appointment End Date</b> field. 

Step	Action
40.	Select the last day that the person will work. 
41.	Enter the <b>Reports To</b> ID (Position Number of Supervisor).  If you don't have the Position number, enter the <b>Supervisor ID</b> (Employee ID of the Supervisor).
42.	Click the <b>Next &gt;&gt;</b> button. 
43.	<b>Step 6: <u>Enter Compensation Information</u></b>
44.	Select the Hire with One Time Pay, if person is eligible.
45.	Ensure the defaulted information is correct.
46.	Enter the Step in the Step field or enter the compensation rate e.g. " <b>1000</b> " into the <b>Compensation Rate</b> field. 
47.	Click the button to the right of the <b>Earnings Code</b> field.
48.	Click the appropriate Earnings Code eg. <b>560 [Fellowship]</b> option.
49.	Click the <b>Select Combo Code</b> button. 
50.	Enter either the Combo Code in the Combo Code field or the Fund Code into the <b>Fund Code</b> field. 
51.	Enter the Department Number e.g. " <b>360710</b> " into the <b>Department</b> field. 
52.	Continue to enter information into ALL of the ChartField Detail grid fields including "0" entries.

Step	Action
53.	Click the <b>Search</b> button. 
54.	Click the <b>Select</b> button. 
55.	Click the <b>Ok</b> button. 
56.	Enter the percentage to allocate to the combo code selected e.g. " <b>100</b> " into the <b>Percent of Distribution</b> field.
57.	Select the Override Benefits Distribution Option if required and complete the corresponding grid.
58.	Select the Stat Deduction Distribution Option if required, and complete the corresponding grid.
59.	If the person is eligible for supplemental pay, Click the <b>Hire with Supplemental Payment</b> option. <input type="checkbox"/> <b>Hire with Supplemental Payment</b>
60.	Within the Supplemental Pay - Ongoing grid, Click the button to the right of the <b>Pay Start Date</b> field.
61.	Select the Pay Start Date. 
62.	Click the button to the right of the <b>Pay End Date</b> field.
63.	Select the Pay End Date. 

Step	Action
64.	Click the button to the right of the <b>Earnings Code</b> field.
65.	Click the appropriate Earnings Code eg. <b>560 [Fellowship]</b> option.
66.	Enter the pay amount into the <b>Amount</b> field.
67.	Click the <b>Select Combo Code</b> button. 
68.	Enter either the Combo Code, Chartfield Detail information or select the Speed Type option to find a valid combo code. 
69.	Click the <b>Search</b> button. 
70.	Click the <b>Select</b> button. 
71.	Click the <b>Ok</b> button. 
72.	Select the One Time Supplemental Pay option, if the person is eligible, and fill out the corresponding grid. 
73.	Click the <b>Next &gt;&gt;</b> button. 
74.	<b>Step 7: <u>Direct Deposit Bank Information (Optional)</u></b> Enter the Direct Deposit information Click the <b>Next</b> button. 
75.	<b>Step 8: <u>Enter UofA Specific Information</u></b> , as specified on the page.
76.	Click the <b>Next &gt;&gt;</b> button. 
77.	<b>Step 9: <u>Submit eForm for Approval</u></b>
78.	Ensure the appropriate Action/Reason information is correct.

Step	Action
79.	Add the applicable attachments
80.	Click the <b>SIN Verification</b> option. 
81.	Enter any additional setup requirements and employee related information that has not been captured in the eform. 
82.	Click the <b>Submit</b> button. 
83.	<b>End of Procedure.</b>

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