University of Connecticut

Hiring an Employee: Unclassified Employee

Overview

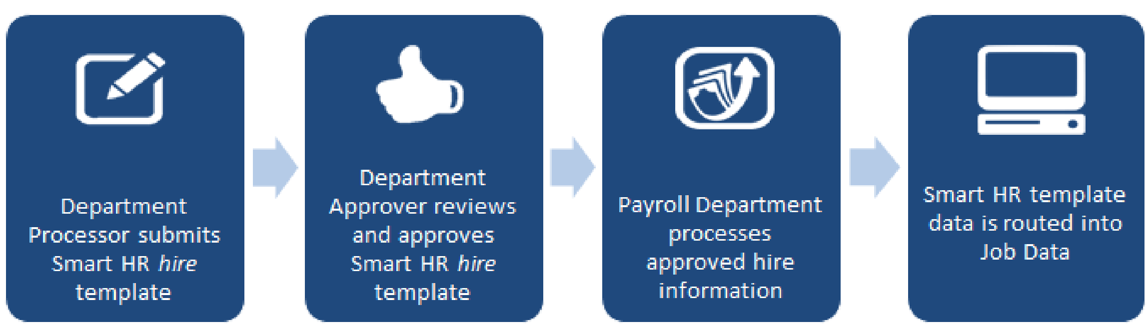
The Department Processors are responsible for initiating a Smart HR hire for Unclassified Time Reporting and Unclassified Non-Time Reporting employees. Once the template is complete, the template is submitted to the Department Approver for approval, and then finalized centrally by the Payroll Department.

Some information on the Smart HR Hire template will auto-populate due to the integration with Recruiting Solutions. Therefore, it is critical the information in Recruiting Solutions is accurate so the hire template is completed correctly.

There are two Smart HR hire templates for hiring unclassified employees:

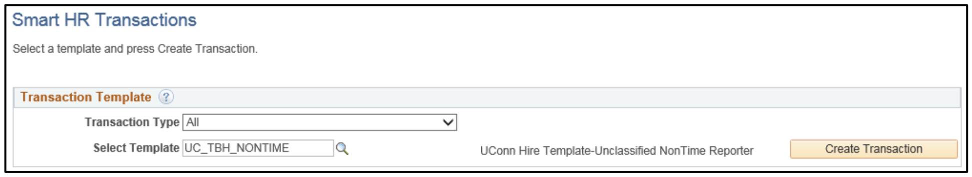
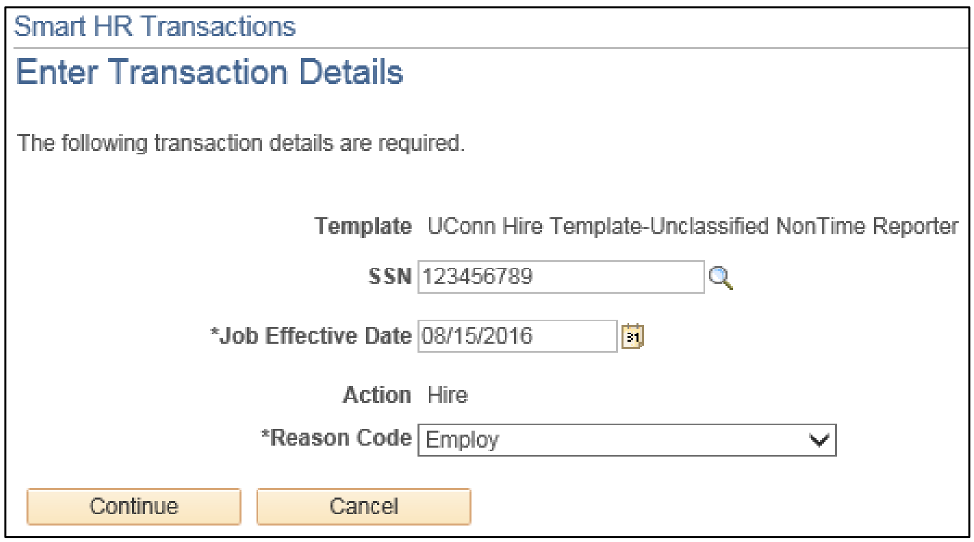
- UC_TBH_NONTIME: Unclassified Non-Time Reporter hire
- UC_TBH_TIMERPT: Unclassified Time Reporter hire

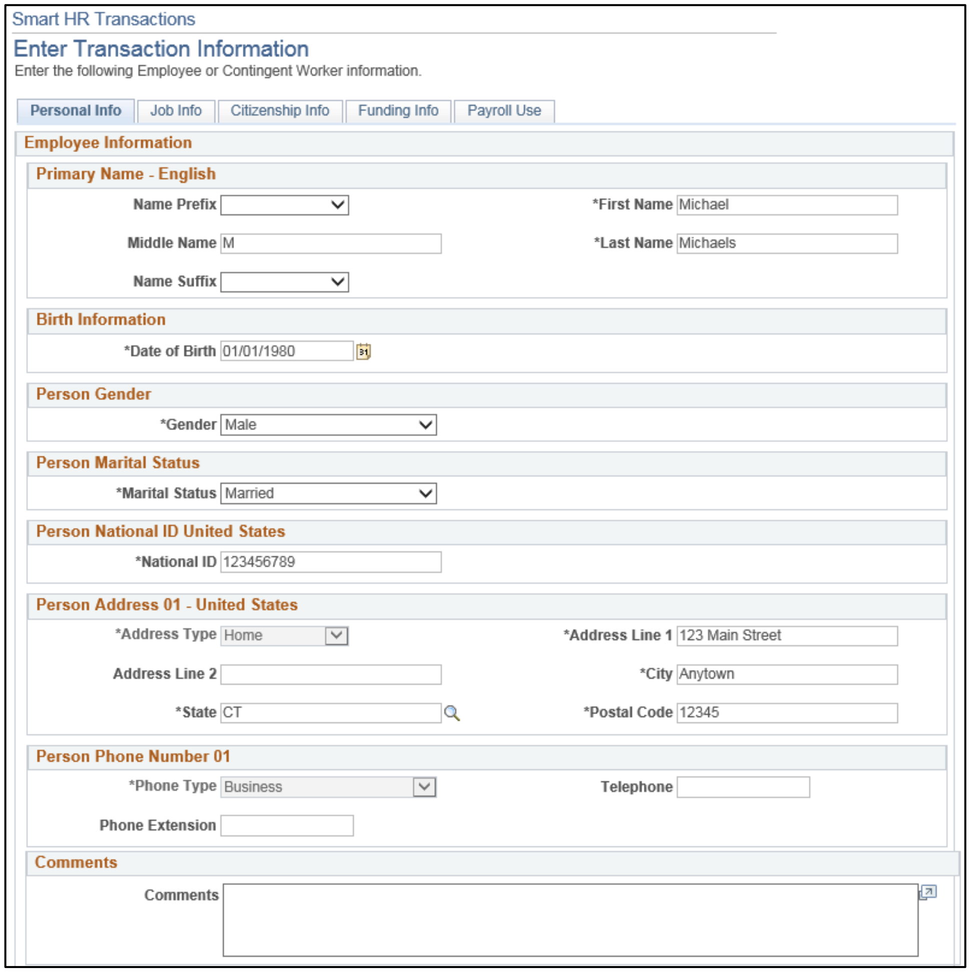
Business Process

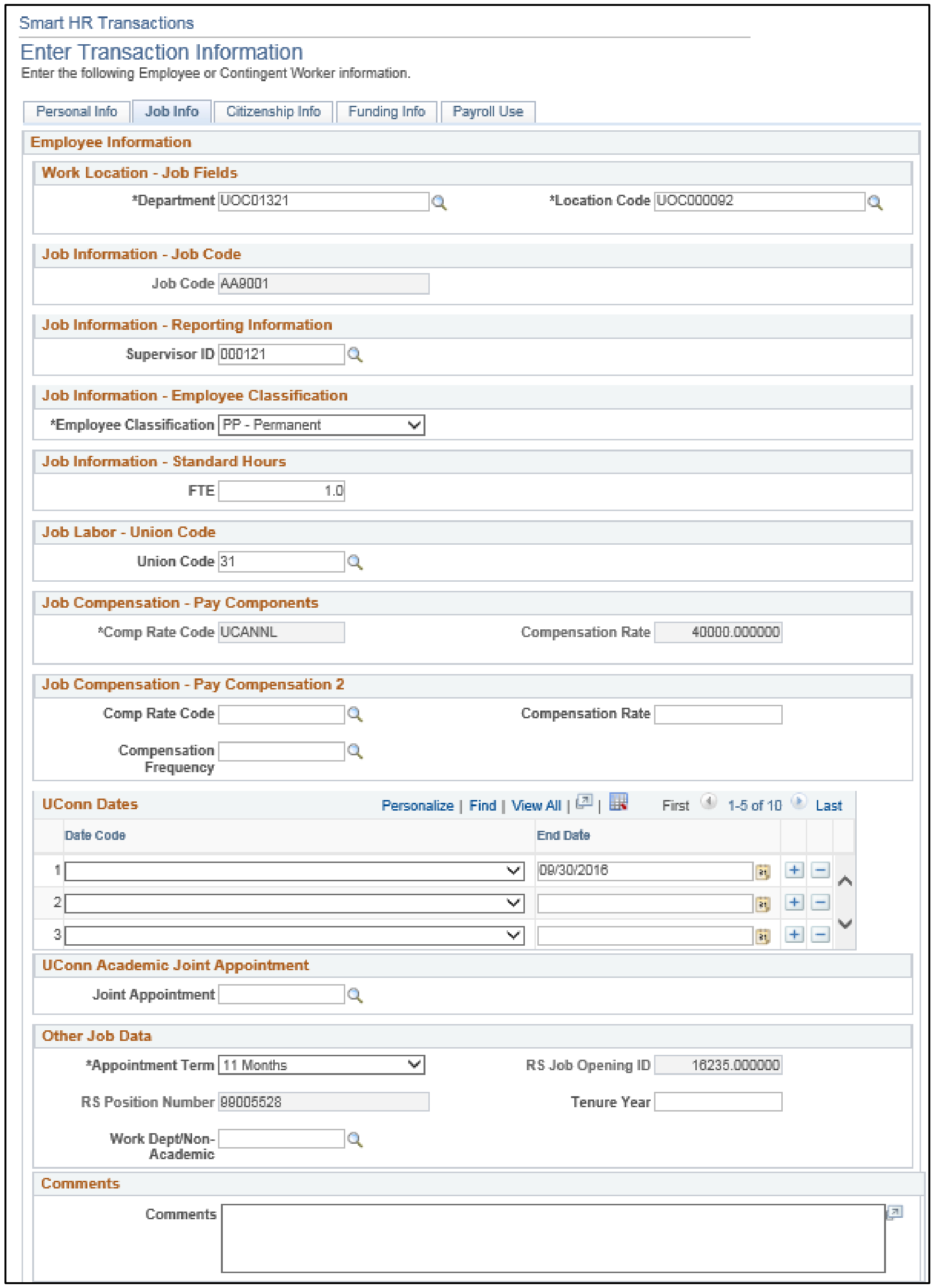


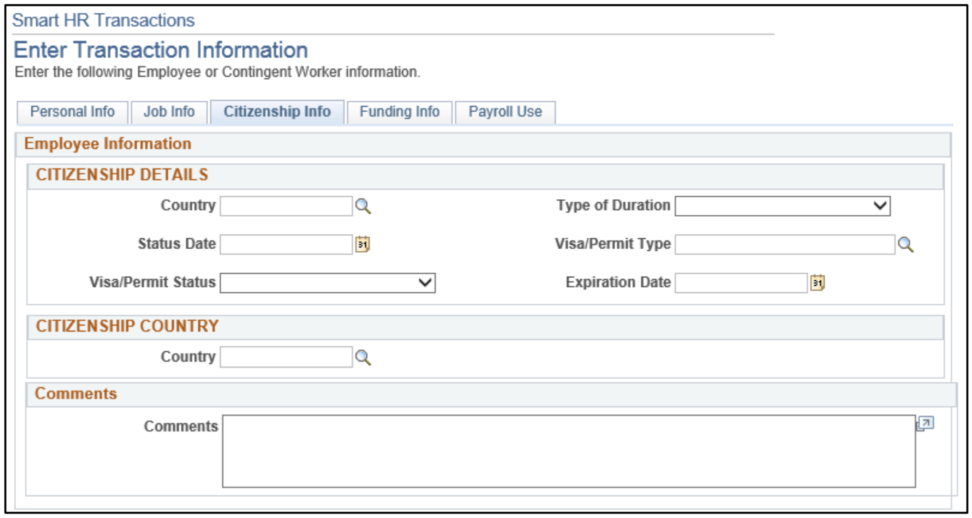
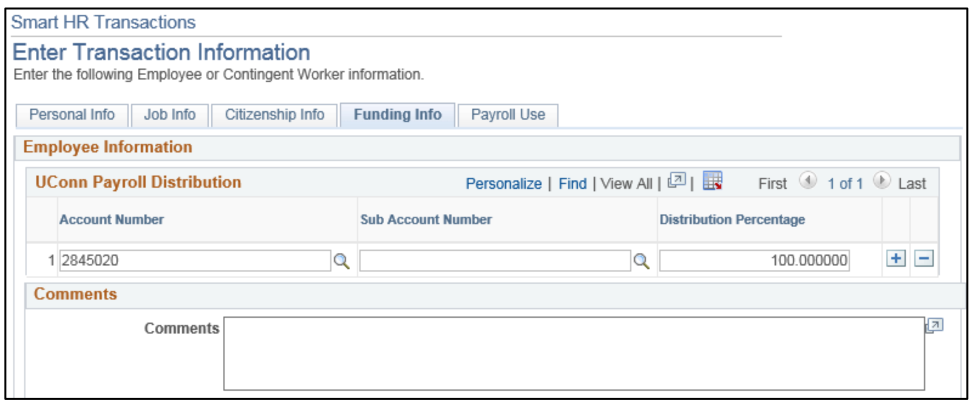
Process Steps: Unclassified Non-Time Reporter Hire

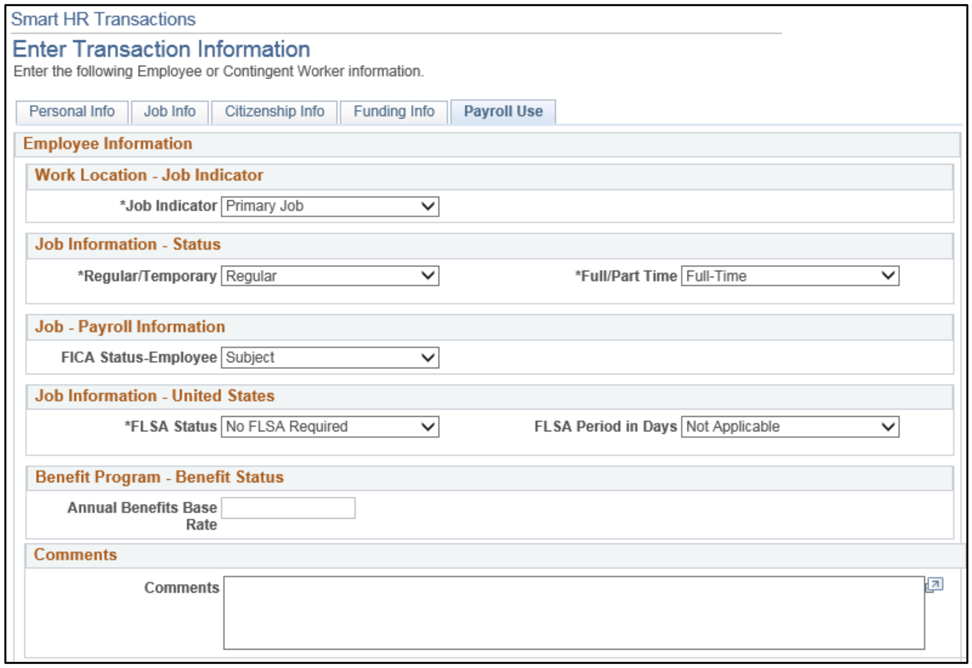
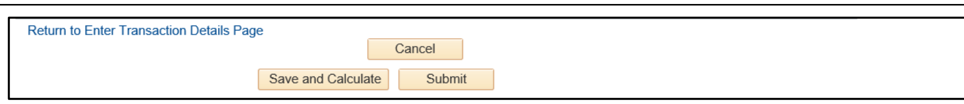
Scenario: In this example, Michael Michaels is being hired as an associate faculty member to the Pharmaceutical Science department. As a faculty member, he does not need to report his time on the timesheet.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_NONTIME Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **SSN:** Enter the employee's social security number. If unknown, use the magnifying glass to search for the employee by **Last Name** or **First Name.** • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.**	

Step	Action	Screenshot
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Recruiting Solutions. Enter/update the remaining required information: • **Gender** • **Marital Status** • **Address Line 1** • **City** • **State** • **Postal Code** **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

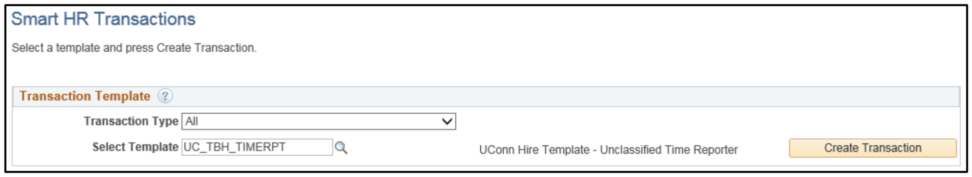
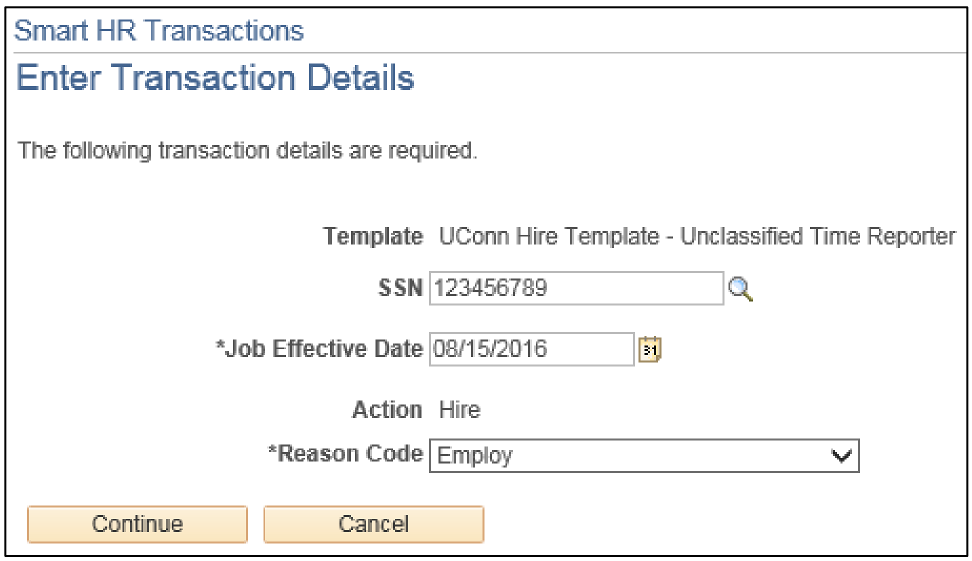
Step	Action	Screenshot
5	Some of the information may auto-populate on the **Job Info** tab due to the integration with Recruiting Solutions. Ensure the required fields are complete: • **Department** (for the Job, e.g. Academic Department) • **Location Code** • **Job Code** (this is read-only and will auto-populate) • **Employee Classification** • **Comp Rate Code** (this is read-only and will auto-populate) • **Appointment Term** Complete any additional non-required fields: • **Work Department/Non-Academic** (Regional Campus Dept., specifically for Academic positions affiliated / located at a regional campus) **Note:** You will not be able to move to the next tab until all required information is entered on this tab. When all of the applicable information is entered, move to the **Citizenship Info** tab.	

Step	Action	Screenshot
6	The information on the **Citizenship Info** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. Move to the **Funding Info** tab.	
7	This information auto-populates from the integration with Recruiting Solutions. If the funding information has changed between the entry into Recruiting Solutions and the hire date, update it accordingly. Click the **plus sign (+)** to add more than one funding account. It is University best practice to add no more than 10 funding accounts for one single employee. When the funding information is entered, move to the **Payroll Use** tab.	

Step	Action	Screenshot
8	The information on the **Payroll Info** tab will be completed by the Payroll Department. Department Processors do not need to enter any information on this tab. **Note:** Comments can be added at any time while on the Hire template. Once comments are saved, they cannot be deleted.	
9	Once all information on the Hire template is complete, click **Save and Calculate.**	
10	At the bottom of the template, an **Attachment** section will open. If applicable, search for and attach an attachment to include with the hire. Click the **plus sign (+)** to add additional attachments.	
11	When all information on the template is complete, click **Submit** to route the Hire template to the Department Approver for approval.	

Process Steps: Unclassified Time Reporter Hire

Scenario: In this example, Sue Susanna is being hired as an Admissions Officer to the Admissions department. As an Admissions Officer, she is required to report her time on a timesheet in Core-CT.

Step	Action	Screenshot
1	Navigation: **Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions**	
2	On the **Smart HR Transactions** page, select the following: • **Transaction Type**: All • **Select Template**: UC_TBH_TIMERPT Click **Create Transaction.**	
3	On the **Enter Transaction Details** page, enter the following: • **SSN:** Enter the employee's social security number. If unknown, use the magnifying glass to search for the employee by **Last Name** or **First Name.** • **Job Effective Date:** This auto-populates to the current date. Update if necessary. • **Action:** This will default to *Hire.* • **Reason Code:** Select a reason for the hire action. In this example, select *Employ.* Click **Continue.**	

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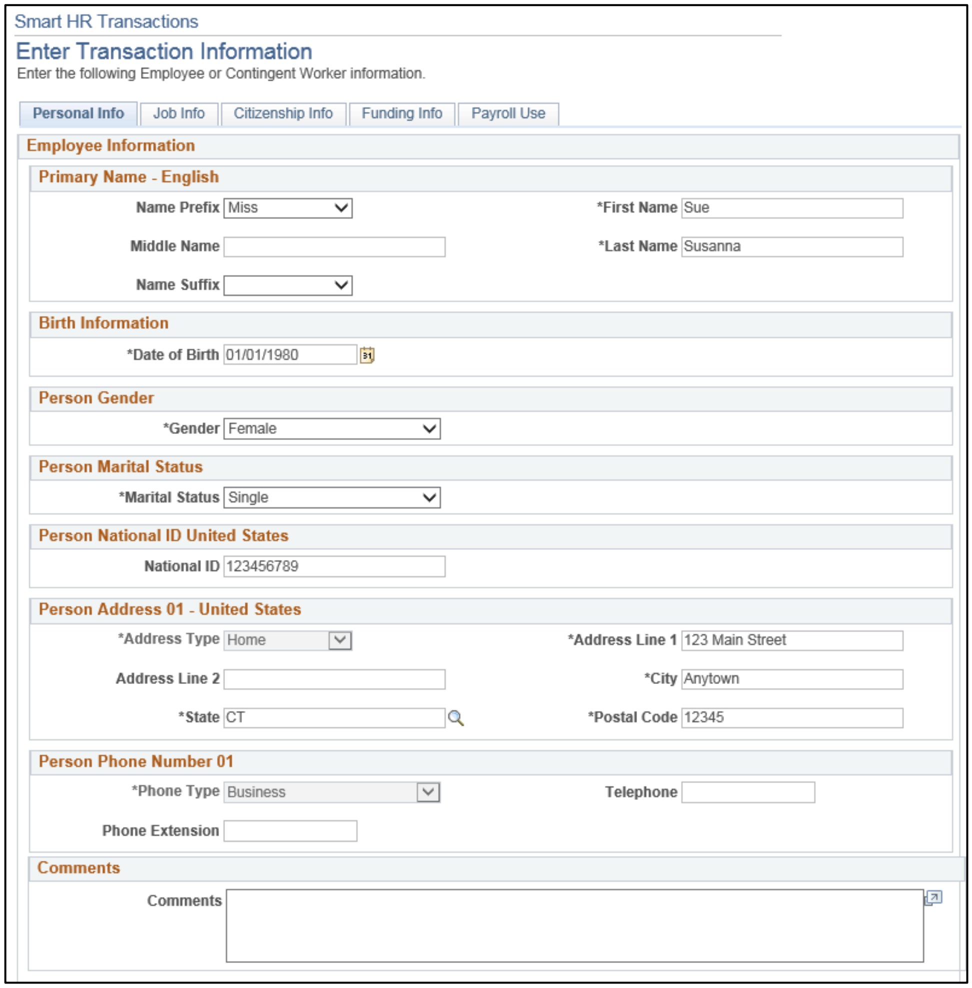
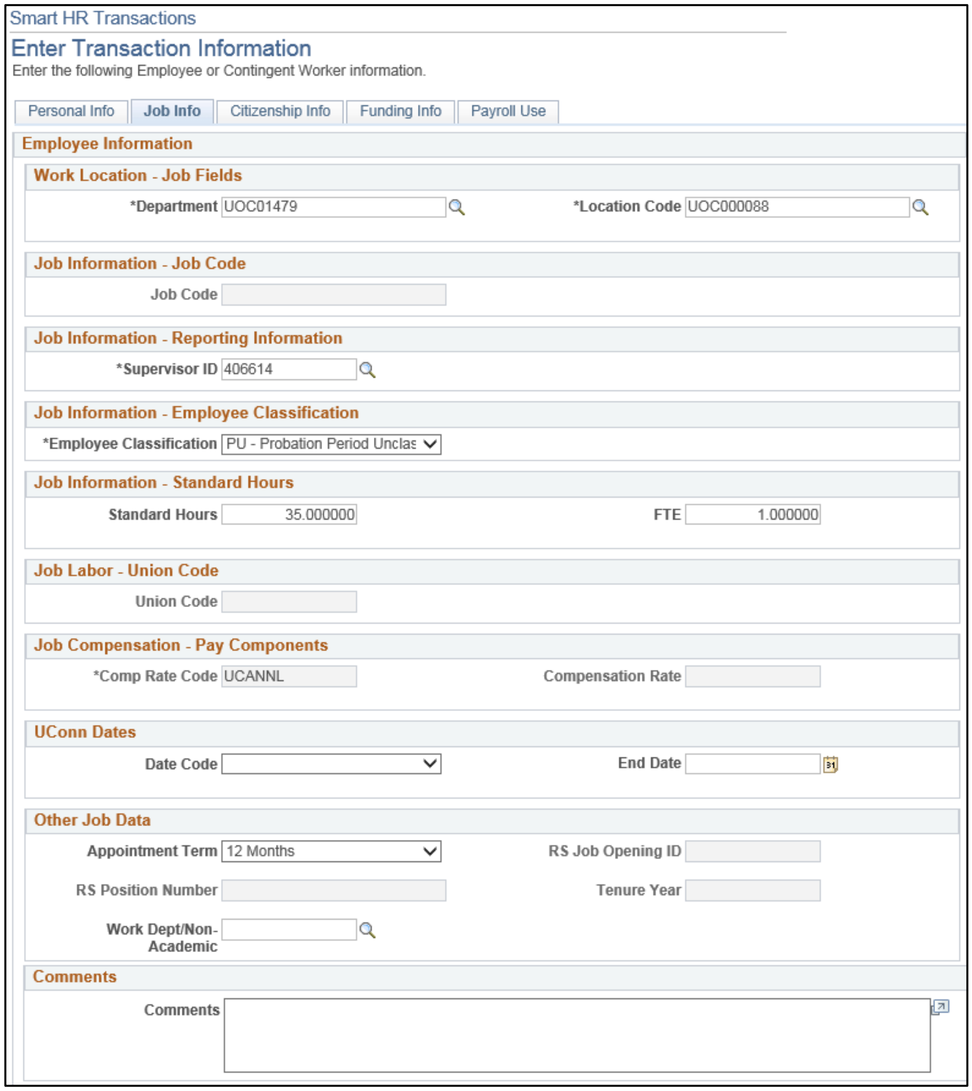
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Recruiting Solutions. Enter/update the remaining required information: • **Gender** • **Marital Status** • **Address Line 1** • **City** • **State** • **Postal Code** **Note:** Fields marked with an asterisk (*) are required. When all the applicable information is entered on the tab, move to the **Job Info** tab to enter the job-related information.	

Step	Action	Screenshot
5	Some of the information may auto-populate on the **Job Info** tab due to the integration with Recruiting Solutions. Ensure required fields are complete: • **Department** (for the Job, e.g. Academic Department) • **Location Code** • **Job Code** (this field is read-only and auto-populates) • **Supervisor ID:** Supervisor ID is especially important for time reporting employees as the supervisor approves the timesheet. • **Employee Classification** • **Comp Rate Code** (this is read-only and auto-populates) • **Appointment Term** Complete any additional non-required fields: • **Work Department/Non-Academic** (Regional Campus Dept., specifically for Academic positions affiliated / located at a regional campus) **Note:** Read-only fields like **Compensation Rate** and **RS Position Number** auto-populate from the integration with Recruiting Solutions. When all of the applicable information is entered, move to the **Citizenship Info** tab.	

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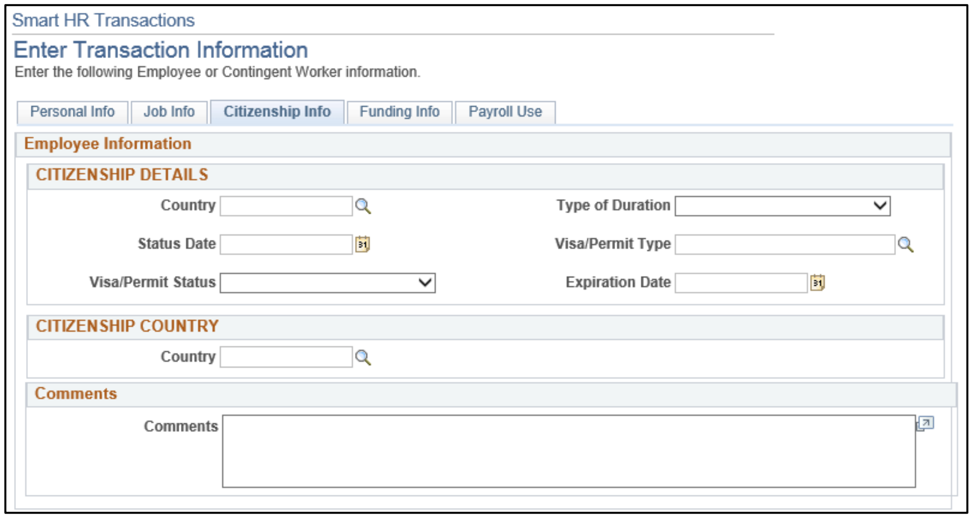
Move to the Funding Info tab.</td><td>
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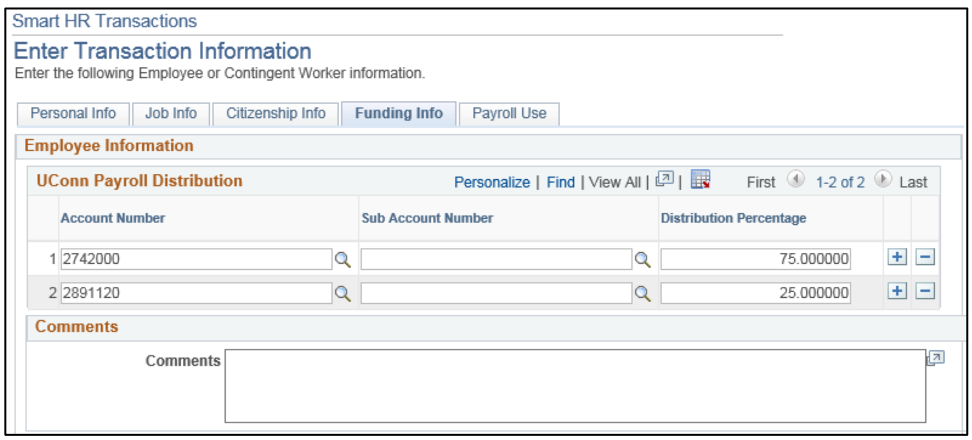
When the funding information is entered, move to the Payroll Use tab.</td><td>
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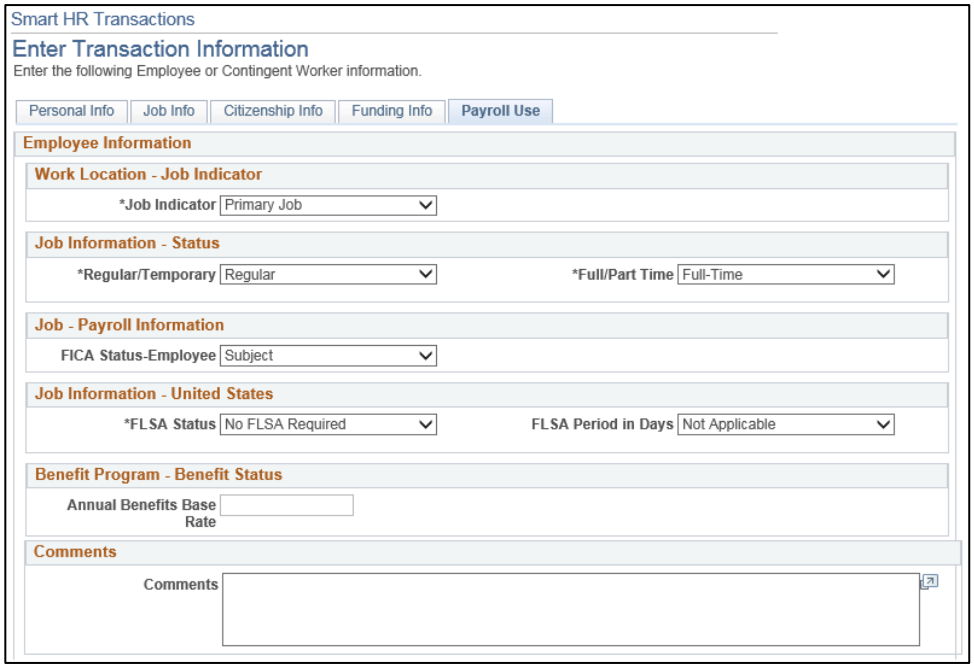

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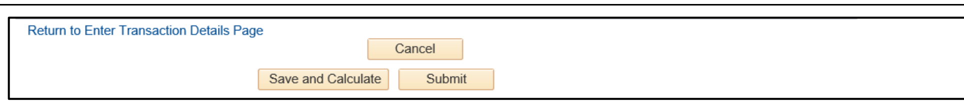

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