University of Connecticut

Hiring an Employee: Classified Employee

Overview

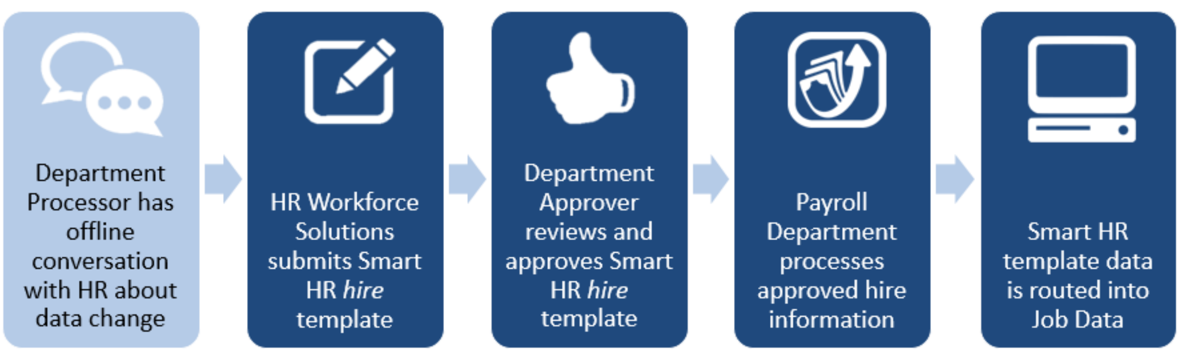
The HR Department is responsible for initiating a hire for classified employees. Once the template is complete with the employee's biographical, demographical, job and pay information, the hire is submitted for approval to the Department Approver, and then finalized centrally at the Payroll Department.

Most 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 is one template the HR Department will use to hire a classified employee:

- UC_TBH_CLS: Classified hire

Business Process

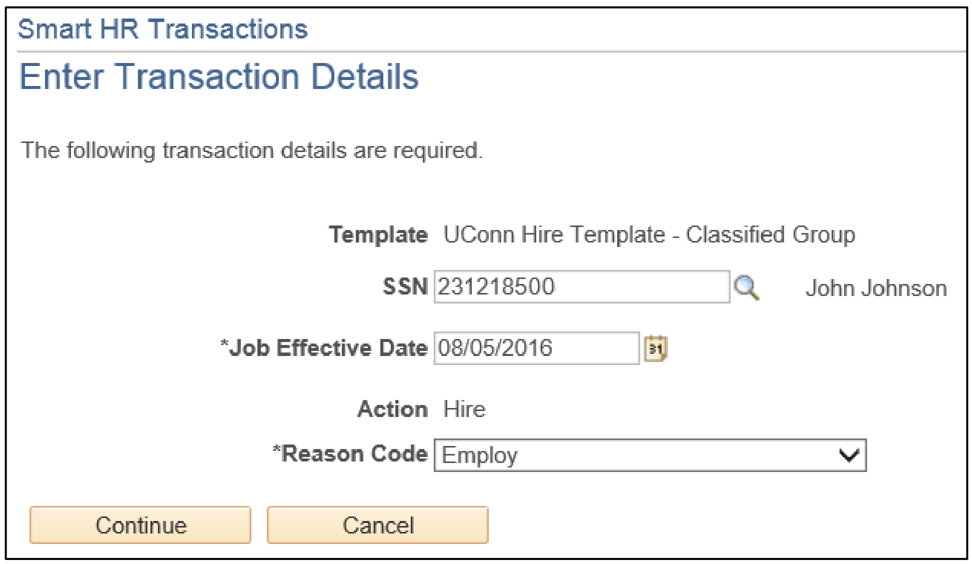


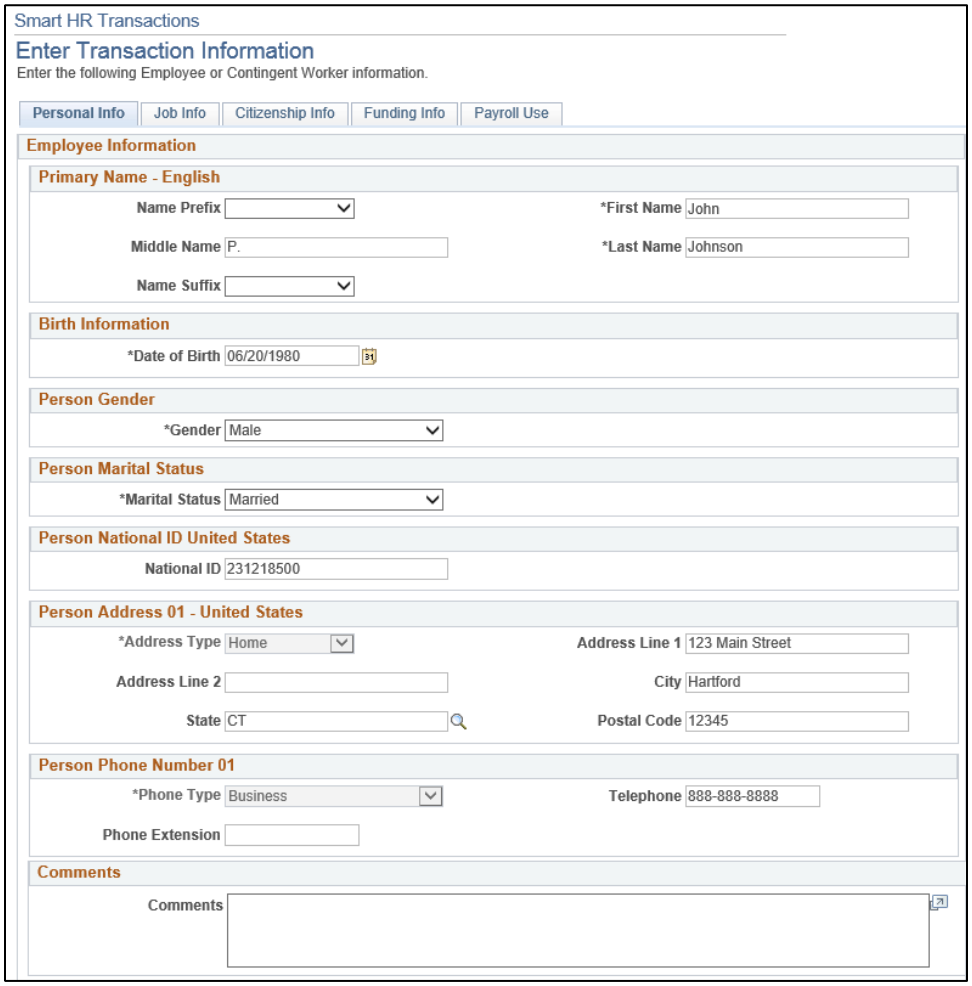
Process Steps

Scenario: In this example, John Johnson, a University Trades Worker, is being hired to the Facilities Department.

<table>
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>1</td><td colspan="2">Navigation: Main Menu > Core-CT HRMS > Workforce Administration > Smart HR Template > Smart HR Transactions</td></tr>
<tr><td>2</td><td>On the Smart HR Transactions page, select the following:
• Transaction Type: All
• Select Template: UC_TBH_CLS

Click Create Transaction.</td><td>
</td></tr>
<tr><td>3</td><td>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.</td><td>
</td></tr>
</table>

Step	Action	Screenshot
4	Much of the information on the **Personal Info** tab will auto-populate due to the integration with Recruiting Solutions. Enter the remaining 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.	

<table>
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<tr>
<td>5</td>
<td>

Some of the information may auto-populate on the **Job Data** tab due to the integration with Recruiting Solutions.

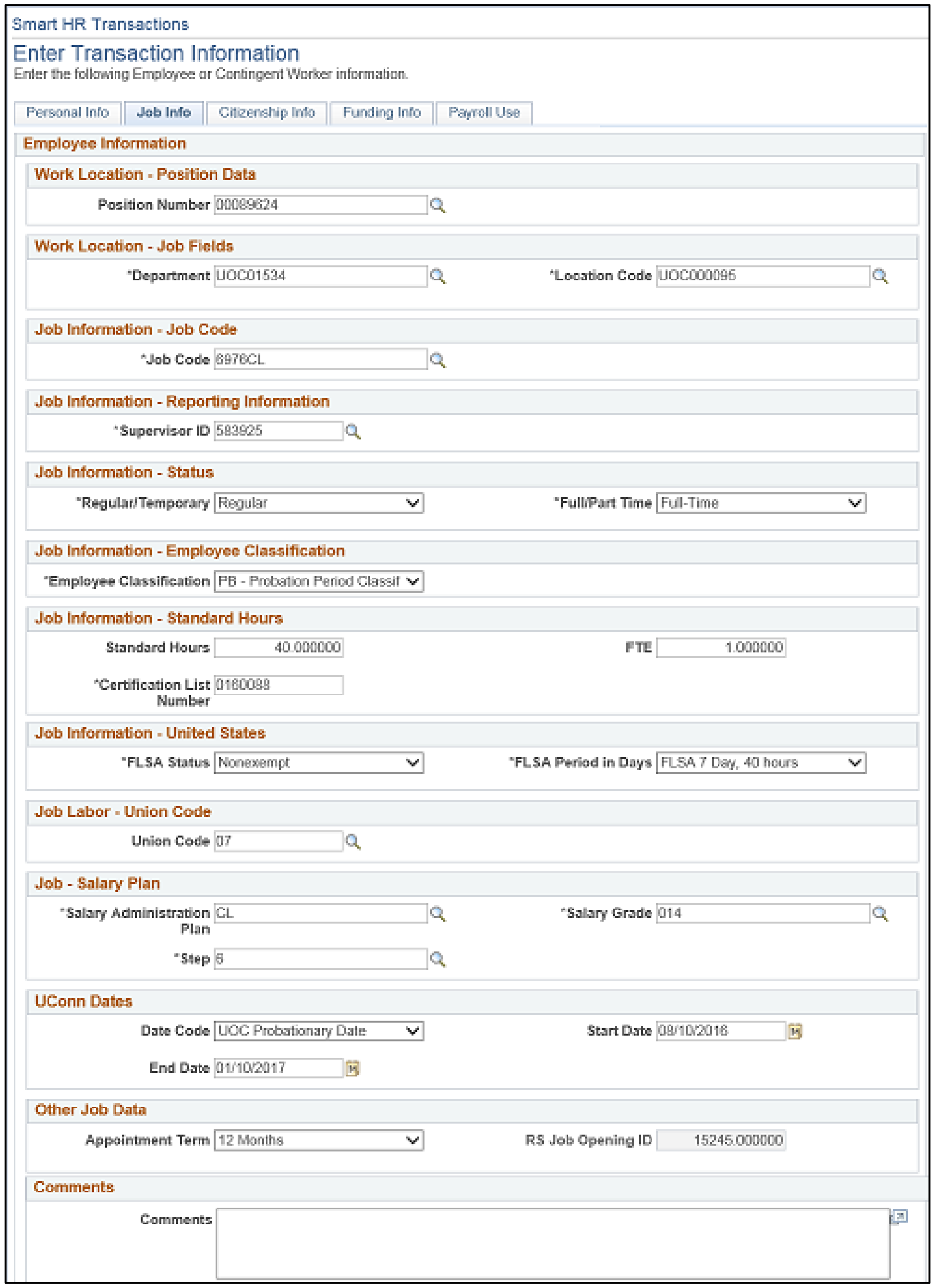
Ensure the remaining required fields are complete:

- **Location Code**
- **Supervisor ID**
- **Employee Classification**
- **Certification List Number**
- **FLSA Period in Days**

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 required information is entered, move to the **Citizenship Info** tab.

</td>
<td>



</td>
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</table>

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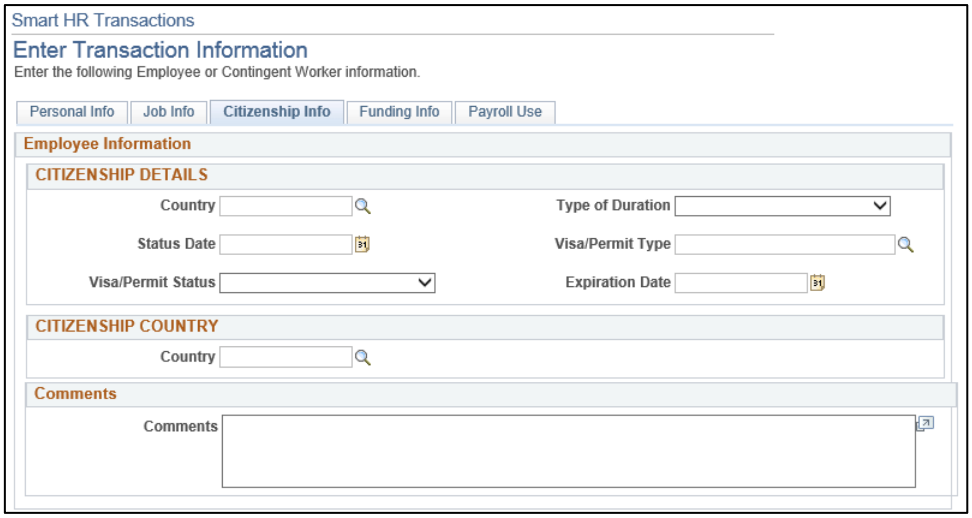
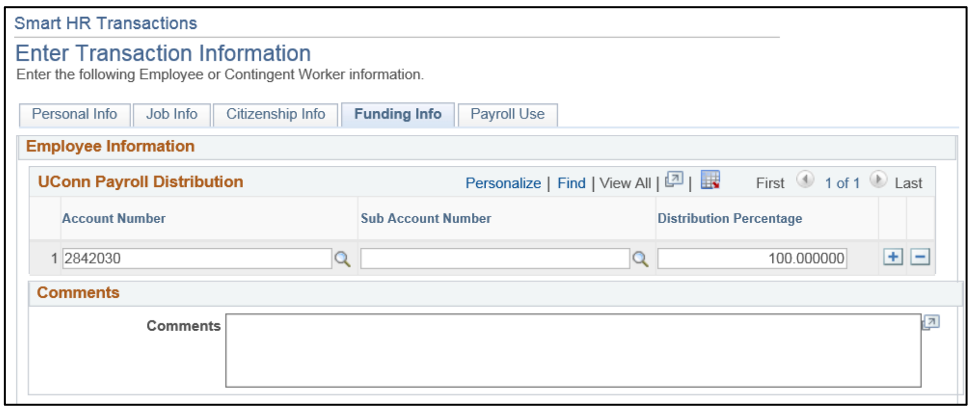
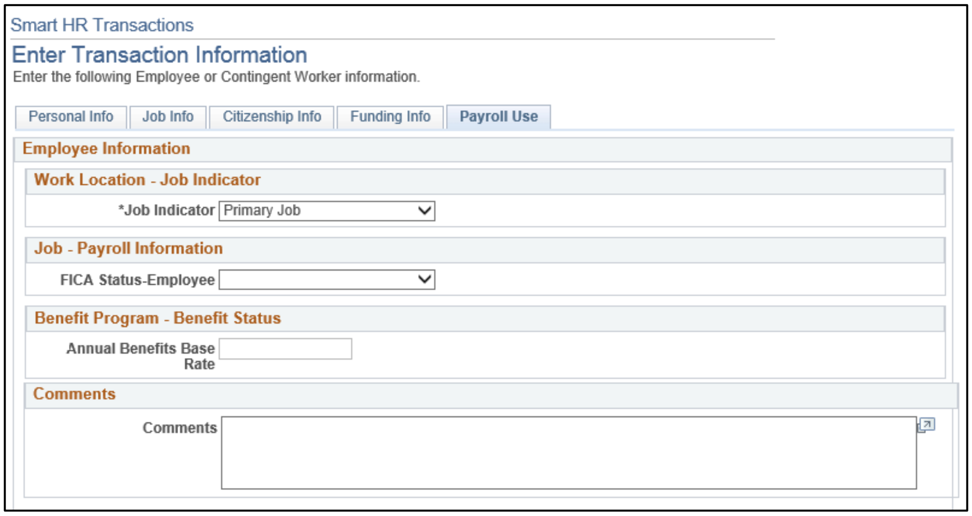
<tr><th>Step</th><th>Action</th><th>Screenshot</th></tr>
<tr><td>6</td><td>The information on the Citizenship Info tab will be completed by the Payroll Department.

Department Processors do not need to enter any information on this tab.

Move to the Funding Info tab.</td><td>
</td></tr>
<tr><td>7</td><td>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.</td><td>
</td></tr>
</table>

Step	Action	Screenshot
8	The information on the **Payroll Use** 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 department change. 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.