

SPECIALIZED ROLES - HUMAN CAPITAL MANAGEMENT (HCM)

Hire

Last updated January 2, 2025 ...



This article provides step-by-step instructions on how to hire a new employee. These actions can be completed by the HR Partner with the Agency Payroll Partner responsible to assign the work schedule. Each section is outlined by whom can manage the task.

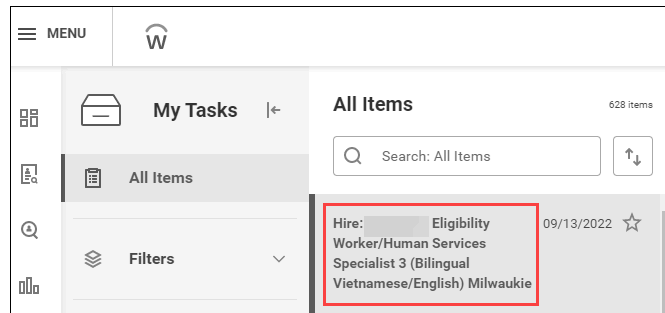
HR Partner

Step 1: Click on the **My Tasks** icon.



Step 2: Click on the **Hire** task.

Reminder: Type the worker's name in the *My Task Search* field and press enter to quickly find the hire action.

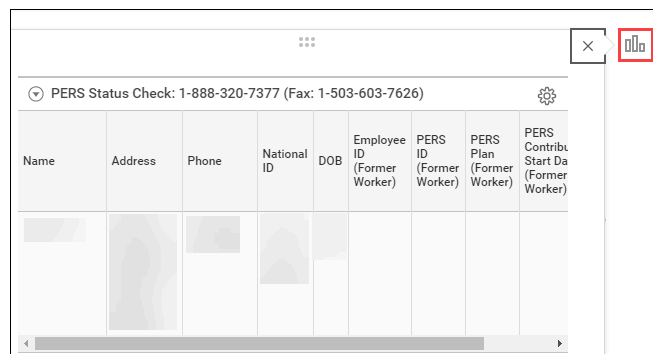


PERS Class Plan needs to be entered based on information obtained from the PERS Status check conducted by the PERS authorized representative for the agency.

<https://www.oregon.gov/das/Financial/Payroll/Pages/cpers.aspx>.

Important: The **single** PERS Status check information for every hire event will need to be shared by both HR and Payroll.

- Click the **View Related Information** to find the DOB and ID's provided during the recruiting offer process.



Step 3: Enter the **Hire Date** (A). Select the **Reason** (B) using the menu.

Reminder: The *Reason* and *Employee Type* must match to populate the *Benefit Service Date*. Example, if the *Reason* is "Limited Duration" the **Employee Type** must also be "Limited Duration," not "Temporary (Fixed Term)."

Hire Date * MM/DD/YYYY

Reason *

Important: If *Employee Type* selected is "Temporary (Fixed Term)" an ACA Eligibility Review questionnaire will appear at the end of this business process step. The ACA Eligibility Review questionnaire **must be completed to move forward** in the Temporary (Fixed Term) hire.

Employee Type * Temporary (Fixed Term

Success! Event submitted
Up Next: HR Partner | ACA Eligibility Review
[View Details](#)
Complete Questionnaire

Note: The HR Partner or Agency Payroll Partner can complete the ACA Eligibility Review questionnaire and will both receive the task in their inbox. Once this business process step is completed the "Complete Questionnaire" notification will be removed from all elevated roles.

Important: Do not use the "X" to remove the current location, instead use the menu prompt or type in the search field to select a new location. Clicking the "X" will remove the job classification field.

Location * Milwaukee | DHS | International Way

Step 4: Scroll to *Additional Information*, then click on the arrow to expand the field, if needed.

Additional Information

Step 5: Click on the *Additional Job Classification* menu, then select the **Job Classification** for each of the 6 required fields.

Important:

- **Required Job Classifications:** Holiday Code, Timesheet Code, Overtime Eligible, Pay Basis Code, Service Type Code, PERS Class Plan.
- Each *classification* will have submenu containing information for all classification types.

Additional Job Classifications *

Step 6: Enter the **Benefits Service Date** (A) and the **Company Service Date** (B). Click **Submit**.

- **Benefit Service Date** - The date in which an employee moves to the next step in their pay range.
- **Company service Date** - The date that an employee started with their current company (agency).

First Day of Work	*	MM/DD/YYYY	
Continuous Service Date	*	MM/DD/YYYY	
End Employment Date			
Benefits Service Date	A *	MM/DD/YYYY	
Company Service Date	B *	MM/DD/YYYY	

HR Partner - Offer steps not completed:

Step 7: Complete the *Social Security Number, Address, or Date of Birth* actions.

Compensation Partner - Offer Compensation not completed

- Refer to the article or click the link [Job Offer](#).

Step 8: Complete the *Propose Compensation*.

Agency Payroll Partner

Step 9: Enter the **Work Schedule** in the *Work Schedule Calendar*.

- Refer to the article or click on the link [Assign Work Schedule - Job Change](#)

All Items
257 items

Assign Work Schedule for Hire: 12/27/2022 ☆

Assign Work Schedule
3 minute(s) ago
Worker
Start Date * 12/19/2022
End Date MM/DD/YYYY
Work Schedule Calendar * (AA7) Standard 40 Hours: M-F ~ 08:00AM - 5:00PM (60 min Meal) [WW Begin MON]

Step 10: Add the PERS Contribution Start Date (PERS CSD).

- Refer to the article or click the link [PERS CSD](#).

Names

Personal Information

IDs

Additional Data

View As Of 12/27/2022

PERS Status Check

Status Check Retirement Start Date (empty)

Edit

Actions

Team

Summary

Overview

Personal

** Additional Information**

The *Grade Profile* will determine and automatically populate the *Union/Representation, Probation Period* and *Pay Group*.

- Union/Representation* is incorrectly assigned and will need to end the same date as the start date, then a case will need to be created. Refer to the article or click the link [Union Membership, manage](#)
- Probation Period* can be made, refer to the article or click the link [Manage Probation Periods \(Trial Service Dates\)](#).

[https://wd5.myworkday.com/oregon/d/inst/b7a1b25654930101f2df32322ca60000/rel-task/2998\\$40834.htmlid](https://wd5.myworkday.com/oregon/d/inst/b7a1b25654930101f2df32322ca60000/rel-task/2998$40834.htmlid)

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- *Pay Group* edits can be made, refer to the article or click the link [Assign Pay Group, update](#)

Employee - Onboarding

Reminder: The I-9 tasks will need to be completed in full to ensure the employee does not receive duplicate *Payment Election* and *W-4* tasks to complete.

Hire Details and Process

You can confirm the Hire process completion by reviewing the **Worker History By Category**. Refer to the article or click the link [Worker History By Category](#).

[PERS status check](#) [temporary](#) [Hire](#) [new hire](#) [employee](#) [aca questionnaire](#) [job classification](#) [aca](#) [temp hire](#)

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[Hire Intern, paid](#)

This Knowledge Article will walk an HR Partner through the steps of how to hire an intern as a temporar...

MANAGER - RECRUITMENT

[Overall Hire Process](#)

This article lists the various tasks that place and who can complete them during the requisition, recruit...

SPECIALIZED ROLES - POSITION MANAGEMENT

[Position, edit - employee data](#)

Edit Position – Employee data:
This article walks through the steps of how an HR Partner, HR As...

Was this article helpful?

Yes

No

STILL NEED HELP?

Create a case to get support from a specialist.

[Create Case](#)