

UBC eRecruit

Manage Hires
(Payroll)



Prepare Applicant for Hire

The **Prepare for Hire** process is performed within eRecruit by departmental recruiters. It is the last step of the recruitment process and involves preparing the applicant's hire information for transfer to HRMS. Once the Prepare for Hire process is submitted by the departmental recruiter, it is transferred to a holding area within Workforce Administration, where the data is vetted by Payroll and then transferred to the proper HRMS data records.

To assist you with the **Manage Hires** process in HRMS, it's helpful to know what the departments complete in the Prepare for Hire process which is then transmitted to you.

--Excerpt from 'UBC eRecruit Manage Openings and Applicants' training manual--

Complete required fields in **Preliminary Data** page.

Preliminary Data | **Employee Personal Information** | **Appointment Information**

Prepare For Hire

Steven Browne

Applicant ID: 3660 **Employee ID:**

Preliminary Data

Application Status:	Offer Approved	
Status Last Updated:	2009/02/26	
Job Opening:	5153	Associate Professor, Tenured
*Job Code:	<input type="text" value="BURG10"/>	Assoc Professor (tenure)
Business Unit:	UBC01	UBC - Vancouver
Department:	WXYZ	eRecruiting Training Dept
*Start Date:	<input type="text" value="2009/07/01"/>	
Date Applied:	2009/02/26	
*Type of Hire:	<input type="text" value="Hire"/>	Need help completing this?
Employee ID:	Assign/Verify Employee ID	

Hire Comments

Save & Submit **Cancel** **Save for Later** **Next**

- Verify that all non-updateable fields are correct.
- **Start Date:** override value if it has changed.
- **Type of Hire:** Click on the [Need help completing this?](#) link to assist you in selecting the correct value.
- **Employee ID:** This field will display for External applicants only. Click on [Assign/Verify Employee ID](#).

Former employees who have applied through the external Careers site (and not Faculty/Staff Self Service), will not be connected to their former Employee ID throughout all previous recruiting steps. Prior to hiring any applicant through eRecruit, we need to ensure that all data being transferred is associated with an Employee ID if one previously existed for the applicant. Using the existing 'Early Assignment of HRMS Employee ID' functionality will do this for you.

Early Assignment of HRMS Employee ID

Please provide the SIN number of your new hire. This will be used to search the HRMS database to determine if this person has previously been hired at UBC. If so, you must use the same employee ID number on your Appointment Form and in any communication with your new hire.

If you don't know the SIN number but know the person's birthdate, leave the SIN blank and press the Search button to search by birth date.

Search By Social Insurance Number

Enter SIN with no dashes or spaces, e.g. 123456789

Social Insurance Number:

[Return to Prepare for Hire](#)

- **Social Insurance Number:** If the applicant's SIN was entered in the 'Pre-Hire Documents' page at the offer stage, the SIN will automatically populate for you. If not, enter the SIN manually and click on 'Search'. Note: in order to proceed with the 'Prepare for Hire', you must provide a SIN number for your applicant.

The system could not find the SIN number you provided. Here are your options:

1. Sometimes, people new to Canada are assigned a temporary SIN number. If your new hire previously worked at UBC and provided us with their temporary SIN number, then we won't be able to locate them with their permanent SIN number. If you think this may be the case, please ask your new hire if they were ever assigned a temporary SIN number and re-do the search with this number.
2. Use the birth date search facility below to see if you can locate your new hire. If you cannot find them by SIN or birth date, then it's likely they have not previously worked at UBC.

Search by Birthdate

Enter birth date to search, e.g. 1967/08/21

Birthdate:

- If the SIN entered does not exist in the system, this page will display.
- **Birthdate:** If the applicant's birthdate was entered in the 'Pre-Hire Documents' page at the offer stage, the birthdate will automatically populate for you. If not, enter the birthdate manually and click on 'Search'.

Note: If the SIN entered does exist in the system, you will be prompted to reactivate the EmployeeID associated with the SIN supplied.

Your SIN or birth date search resulted in the following names. These are past and present UBC employees that matched your search criteria. If your new hire is one of these people, click on the 'Select' button opposite their name. If not, click on the 'Add New EmployeeID' button to assign a new employee ID for your new hire.

Faculty/Staff/Student			Customize Find View All
Name	Description	Department	Select
1 Bandaranayake,Hema	Postdoctoral Research Fellow	Botany	Select
2 Zay,Katalin	Research Asst/Tech 4	Pathology	Select
3 Hu,Qiang	Research Associate II	Pharmacology Therapeutics	Select

Return to Search

Add New EmployeeID

- Click on **Add New EmployeeID** to add new Employee ID if no name matches applicant's name in the search results.

Assign an employee ID to your new hire by filling in the boxes below and clicking on the 'Save' button. Your new employee ID will appear on the next screen. If you are unable to find an exact job title match, select the closest match. The correct job title will be assigned upon data entry of the appointment form.

Last name, First name: e.g. Smith,John

SIN:

Date of Birth:

Campus: Vancouver Position is unpaid

VP/Faculty: eRecruit Training Faculty

Department: eRecruiting Training Dept.

Empl Grp: Faculty - BOG Appointees (FA)

Job Family: Regular

Title: Assoc Professor (tenure)

Email Address:

- All fields should auto-populate for you from data already supplied in previous recruiting steps. Complete any missing fields.
- Click on **Save** button.

Confirmation of new Employee ID. Click on [Return to Prepare for Hire](#)

New Employee ID successfully created!

Employee Name: Browne,Steven
 Department: eRecruiting Training Dept.
 Empl ID #: 1775464

[Return to Prepare for Hire](#)

Complete required fields in Employee Personal Information page.

Preliminary Data
Employee Personal Information
Appointment Information

Prepare For Hire - Employee Personal Information

Steven Browne

Applicant ID: 3660

Employee ID: 1775464

Incorrect data stored in the Name, Address, Email and Phone sections for internal Employees must be updated by the employee in Faculty/Staff Self Service.

Name

Name Format: English

Name Prefix:

*First Name: Steven

Middle Name:

*Last Name: Browne

Name Suffix:

Address

Country: United States

Address 1: 2345 Anyplace Street

Address 2:

Address 3:

City: Anywhere State: Oklahoma

Postal: 80320

County:

Biographical Details

*Date of Birth: 1957/06/02

*Birth Country: USA

*Gender: Male

Email Addresses

Email Type	*Email Address
Primar	steven.brown@uok.com

[Add Another Email Address](#)

Phone Numbers

Preferred	Primary Phone Type	Phone Number	Extension
<input checked="" type="checkbox"/>	Home	555/555-5555	
<input type="checkbox"/>	Other	666/666-6666	

[Add Another Phone Number](#)

Canadian Social Insurance Number

Country	National ID Type	National ID	Upload SIN Card	File Name	Delete Attachment
CAN	PR	923142558	Upload SIN Card	View Attachment	Delete Attachment

[Add Social Insurance Number](#)

Applied for Social Insurance Number?

Citizenship

*Country	Citizenship Status	Upload Passport	File Name	Delete Attachment
USA	Native	Upload Passport	View Attachment	Delete Attachment

[Add Citizenship](#)

Visa Permit

*Country	*Visa/Permit Type	Upload Immigration Documents	File Name	Delete Attachment
CAN	Employment Authorization	Upload Immigration Documents	Sample_work_permit_upload.doc	Delete Attachment

[Add Visa Permit](#)

Work Permit Required?

Save & Submit
Cancel
Save for Later
Next

If all data has been previously supplied either by the applicant or in the 'Pre-Hire Documents' upload page, then the only two required fields left on this page should be 'Birth Country' and 'Gender'. Otherwise complete all other required fields. Note that foreign worker hires must have a temporary SIN# (ie, 900-series SIN#) and work permits uploaded in order to submit the 'Prepare for Hire'.

Prepare Applicant for Hire

Complete required fields in Appointment Information page.

Manage Applicant
Prepare For Hire

Steven Browne
Applicant ID: 3660 Employee ID: 1775464

Details of Employment

Start Date: 2009/07/01
Termination Date: (last day worked + 1 day)
Action: Hire
*Action Reason: **New Hire**

Campus: UBC01 UBC - Vancouver
Department: WXYZ eRecruiting Training Dept.
Location: GSA General Services Admin Bldg
Employment Group: BOG Faculty - BOG Appointees (FA)
Job Family: RG Regular
Job Code: BURG10 Assoc Professor (tenure)
Business Title: Associate Professor, Tenured
Pay Grade: N/A Grade N/A
Step:
Salary Level:

Full/Part Time: Full-Time Override
FTE: Override
Employee Class: Override

Faculty Specific Appointment Details

Term type: TEN Tenured/Confirmed
Appointment type: RG Regular
Faculty Assoc. Code: **REG** Regular
Principal Subject Taught: **30900** History
Previous Years in Rank: [Download and Complete Years in Rank Form](#)
UBC Chair:
Chair Start Date:
Chair End Date:

Other Employment Details

Acting: Reduced Workload:
Retirement Option: Post Retirement Appointment:
Meals (Food Services Only): [Other Employment Details Help?](#)

Funding Details

Monthly Paid: Hourly Paid:

Account and Compensation Find First of 1 Last

1	Earnings Code	Speed Chart	Account	Compensation %	(Mthly,Hrly)	Annualized (Monthly Only)
	REG	CWJB	512000		7000.000000	84000.000000

Fund/DeptID/PG/Descr: G0000 323400

Note: This section will not appear for Staff positions

Termination Date: Enter a term end date if there is one but not previously provided. Note that this date must reflect the last date to be worked.

Prepare Applicant for Hire

Action Reason: Select from the list of values. Note that some Actions will not have Action Reasons associated with them or Action Reason = Action.

Full/Part Time: Click on 'Override' button if value needs to be changed.

FTE: Click on 'Override' button if value needs to be changed.

Employee Class (Staff jobs only): Click on 'Override' button if value needs to be changed.

Faculty Association Code (Faculty jobs only): Select from the list of valid values. Most common values are: 'REG' - Full-Time tenure/tenure track faculty;
'PRN' or 'PTF' - Part-Time tenure/tenure track faculty.

Principal Subject Taught (Faculty jobs only): Select from the list of valid values

Previous Years in Rank (Faculty jobs only): Enter number of years in rank at a previous institution, if any; download 'Previous Years in Rank' form and forward to Faculty Relations.

UBC Chair/Start & End Dates (Faculty jobs only): Enter any chair information currently held along with start and end dates.

Other Employment Details: Check off any values as applicable.

Note that **Account and Compensation** section cannot be altered in the 'Prepare for Hire' step. If incorrect, you must submit another offer with the correct funding information and re-obtain approval.

Print Appointment Details: Click on this link to produce an 'Appointment Information Submission' report (still in development as of March 1/09) if a paper confirmation is required for your records.

UBC RECRUITING SYSTEM - HIRE APPLICANT APPOINTMENT INFORMATION SUBMISSION						
NAME: Steven Browne			EMPLOYEE ID:			
DETAILS OF EMPLOYMENT						
Start Date	2009-07-01	Business Title	Associate Professor, Tenure			
Termination Date		Pay Grade	Grade N/A			
Action	HIR	Step				
Action Reason	NEW	Salary Level				
Campus	UBC01	Regular/Temporary				
Department	eRecruiting Training Dept.	Full/Part Time	F			
Work Location	General Services Admin Bld	FTE	1			
Employment Group	Faculty - BOG Appointees (F	Employee Class				
Job Family	Regular	Job Code	Assoc Professor (tenure)			
FACULTY SPECIFIC APPOINTMENT DETAILS						
Term Type	TEN	Appointment Type	RG			
Faculty Assoc. Code	REG	Prin. Subject Taught	History			
Prev. Years in Rank	5	UBC Chair	CHAIR			
Chair Start Date	2009-01-01	Chair End Date	2009-12-31			
OTHER EMPLOYMENT DETAILS						
Acting	<input type="checkbox"/>	Reduced Workload	<input type="checkbox"/>			
Retirement Option	<input type="checkbox"/>	Post Ret. Appt.	<input type="checkbox"/>			
		Meals (Food Services only)	<input type="checkbox"/>			
FUNDING DETAILS						
Monthly / Hourly	Monthly					
Posn #	Earnings Code	Speedchart	Account	%	Compensation	Annualized
	REG	CWJB	512000	0	7000	84000
Fund/DeptID/PG/Descr G0000 323400						
Fund/DeptID/PG/Descr						
Fund/DeptID/PG/Descr						
Fund/DeptID/PG/Descr						
Fund/DeptID/PG/Descr						
Fund/DeptID/PG/Descr						
Submitted By: KMHA			Submission Date: 2009-02-27			
Authorizations(s): _____						

Prepare Applicant for Hire

Your 'Prepare for Hire' has now been successfully submitted to Payroll. Payroll will review the information submitted, contact you if there are any problems, and transfer the data to HRMS. You will receive a confirmation email from the system confirming that the data has been transferred to HRMS.

Please review the HRMS data after you receive the notification email to ensure all data was transferred correctly.

Preliminary Data **Employee Personal Information** **Appointment Information**

Prepare For Hire

Steven Browne

Applicant ID: 3660 **Employee ID:** 1775464

You have successfully submitted your 'Prepare for Hire' to Payroll

Preliminary Data

Application Status:	Prepare for Hire	
Status Last Updated:	2009/02/26	
Job Opening:	5153	Associate Professor, Tenured
Job Code:	BURG10	Assoc Professor (tenure)
Business Unit:	UBC01	UBC - Vancouver
Department:	WXYZ	eRecruiting Training Dept.
Start Date:	2009/07/01	
Date Applied:	2009/02/26	
Type of Hire:	Hire	Need help completing this?
Employee ID:	1775464	Assign/Verify Employee ID

Hire Comments

Save & Submit**Save for Later****Next**

[Return to Previous Page](#)

Navigation: Workforce Administration>UBC Manage Hires

Hire

Manage Hires

The following applicants are ready to be added

Manage Hire Results						
<u>Start Date</u>	<u>Applicant Name</u>	<u>Type of Hire</u>	<u>EmplID</u>	<u>Union Code</u>	<u>Portfolio#</u>	<u>Empl Type</u>
2009/01/20	Whittome Waygood,Beatrixe Heidi	Transfer	4972007	NUT	01	Hourly
2009/03/26	Cacchioni,Kristin Anne	Transfer	5855381	EXC	08	Salaried
2009/03/30	Fukushima,Susan	Transfer	4734068	C29	06	Salaried
2009/03/31	Doe,John	Hire	1946072	B16	06	Hourly
2009/04/01	Todd,Amber	Promotion	5319854	M&P	01	Salaried
2009/05/08	Boudreau,Robert M	Transfer	5253578	882	02	Salaried

Applicants ready to be transferred to HRMS are listed. The applicant's start date and employment type (Hourly vs. Salaried) are included in the list to assist you in prioritizing your workload in relation to upcoming payrolls.

Find employees in the Portfolio you manage and click on the applicant name (note all UBCO applicants appear in Portfolio 'OK' and UBCV Faculty appear in the 'N/A' Portfolio).

Manage Hires Component:

Type of Hire: This field will be populated in the 'Action' field in the Job Information page. Ensure the department has selected the correct action. Click on the [View Job Summary](#) link to see if the employee is already in HRMS and what their current employment status is. If the employee is new to UBC, no matching records will be found in the Job Summary page.

Employee Record – Selecting Employment Record Number: If the employee is new to UBC, the 'Create New Employee Record' field will default to '0' and 'Use Existing Employee Record' will be unavailable. Keep the Employee Record at '0' in all cases for brand new employees. For internal employees, determine which employment record is most appropriate to add the transaction to by reviewing the job summary page.

Hire Comments: Special instructions from the departmental recruiter may be noted here and will be transferred to the Job Data 'Notes'.

Click on  button or tab header to continue.

Emplid/Empl Rcd#
Personal Data
Citizenship
Work Permit/Visa
Job Data

Manage Hire - Personal Data

John Doe

Name

Name Format:

Name Prefix:

*First Name:

Middle Name:

*Last Name:

Name Suffix:

Address

Country:

Address 1:

Address 2:

Address 3:

Address 4:

City: Province:

Postal:

Biographical Details

*Date of Birth: 31 *Gender:

*Birth Country: Q

Email Addresses Customize | Find | First 1 of 1 Last

Email Type	*Email Address	
Primary	john@hotmail.com	

[+ Add Another Email Address](#)

Phone Numbers Customize | Find | First 1 of 1 Last

Primary Phone Type	Phone Number	Extension	
Home	555/555-5555		

[+ Add Another Phone Number](#)

Canadian Social Insurance Number Customize | Find | First 1 of 1 Last

Country	National ID Type	National ID	Upload SIN Card	File Name	Delete Attachment
CAN	PR	921612321	Upload SIN Card	SIN_Card.pdf	Delete Attachment

[+ Add Social Insurance Number](#)

Cancel
Transfer Personal Data Next

Verify that all required personal data has been completed. Complete missing fields as required. Click on Transfer Personal Data button. The Manage Hires functionality will now transfer you to HRMS – Personal Data Component:

HRMS – Personal Data Component:

Biographical Details | [Contact Information](#) | [Smoker/PHN](#)

John Doe Person ID: 1946072

Name Find | View All First 1 of 1 Last

*Effective Date: 2009/03/04 [BT] [+ -]

*Format Type: English [v]

Display Name: John Doe [Edit Name](#)

Biographic Information

Date of Birth: 1965/08/04 [BT] 0 Years 0 Months

Birth Country: GBR [Q] United Kingdom

County: [Q]

Birth Location: [] Waive Data Protection

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 2009/03/04 [BT] [+ -]

*Gender: Male [v]

*Highest Education Level: A-Not Indicated [v]

*Marital Status: Single [v] As of: 2009/03/04 [BT]

Language Code: [v]

Alternate ID: [] Full-Time Student Original Hire Date: [BT]

National ID Customize | Find | View All [] First 1 of 1 Last

*Country	*National ID Type	National ID	Primary ID	National ID Expiry Date	File Name	Delete Attachment	Download Attachment
CAN [Q]	Social Insurance Number [v]	921-612-321 []	<input checked="" type="checkbox"/>		SIN_Card.pdf	Delete Attachment	Download Attachment

[Return to Manage Hires](#)

Save | **Notify** | **Previous tab** | **Next tab** | **Refresh** | **Add** | **Update/Display** | **Include History** | **Correct History**

Verify that all personal data transferred correctly and completely. Click on  button to save data transferred. Click on [Return to Manage Hires](#) link to proceed to next step.

If the employee is a foreign hire, Citizenship information may have been provided by the department in the 'Citizenship' tab. If no data exists, proceed to the next tab.

Emplid/Empl Rcd# Personal Data **Citizenship** Work Permit/Visa Job Data

Manage Hire - Citizenship

John Doe

Citizenship					Customize Find 	First  1 of 1  Last
*Country	Citizenship Status	Upload Passport	File Name	Delete Attachment		
GBR 	Native 	Upload Passport	No attachment exists yet.	Delete Attachment		

[+ Add Citizenship](#)

[Transfer Citizenship Data](#) [Next](#)

Verify that all required fields have been completed. Complete missing fields as required. Click on **Transfer Citizenship Data** button. The Manage Hires functionality will now transfer you to HRMS – Citizenship/Passport Page:

HRMS – Citizenship/Passport Page:

Citizenship/Passport

John Doe Person ID: 1946072

Citizenship/Passport Find | View All First 1 of 1 Last

*Country: GBR United Kingdom Citizenship Status: Native

Passport Information Find | View All First 1 of 1 Last

*Passport Number: 12345678 ← Enter dummy value

Issue Date: 2009/03/04 Expiration Date:

Country: GBR United Kingdom

State:

City:

Authority:

Comment:

[Add Attachment](#) [View Attachment](#) [Delete Attachment](#)

[Return to Manage Hires](#)

Save Return to Search Notify Update/Display Include History Correct History

The system will prompt you to enter a Passport Number even though it is not a required field. This is a logged bug and will be fixed shortly after go-live. For now enter a dummy value of 12345678.

Verify that all Citizenship/Passport data transferred correctly and completely, including the attachment.

Click on  button to save data transferred. Click on [Return to Manage Hires](#) link to proceed to next step.

If the employee is a foreign hire, Work Permit/Visa information must be provided. If no data exists, proceed to the next tab.

Manage Hire - Work Permit / Visa

John Doe

Visa Permit Customize | Find | [grid icon] First ◀ 1 of 1 ▶ Last

*Country	*Visa/Permit Type	Upload Immigration Documents	File Name	Delete Attachment
CAN <input type="text"/>	Employment Authorization	Upload Immigration Documents	Immigration Docs.pdf	Delete Attachment

Verify that all required fields have been completed. Complete missing fields as required. Ensure immigration documents are attached and viewable. Review the attachment to ensure it contains the correct document. Click on **Transfer Work Permit/Visa Data** button. The Manage Hires functionality will now transfer you to HRMS – Visa/Permit Data Page:

HRMS – Visa/Permit Data Page:

John Doe **Person ID:** 1946072

Visa/Permit Data Find | View All First 1 of 1 Last

*Country: CAN Canada **Get Supporting Documents**

*Type: TM Work Visa Visa

*Effective Date: 2009/03/01

Number: E1564897

*Status: Granted *Status Date: 2009/03/01

Duration: 12.0 Months

Issue Date: 2009/03/01

Date of Entry into Country: Expiration Date: 2010/03/01

Issuing Authority:

Issue Place:

Supporting Documents Needed Customize | Find | View All First 1 of 1 Last

*Sup Doc ID	Description	Request Date	Date Received
1	Immigration_Docs.pdf		

Add Attachment [View Attachment](#) [Delete Attachment](#)

[Return to Manage Hires](#)

Save Return to Search Notify Update/Display Include History Correct History

Verify that all Visa/Permit data transferred correctly and completely, including the attachment. Click on **Save** button to save data transferred. Click on [Return to Manage Hires](#) link to proceed to next step.

Go to the final tab in Manage Hires, Job Data:

Manage Hire - Job Data

John Doe

Details of Employment

Start Date: 2009/03/31
Termination Date: 2010/03/30
Action: Hire
Action Reason: New Hire
Campus: UBC01 UBC - Vancouver
Department: ZOOL Zoology
Location: LSC Life Sciences Centre
Employment Group: B16 CUPE 116 (35hrs/wk)
Job Family: SEC116 SECRETARIAL, CUPE 116
Job Code: 300503 Recording Secretary
Business Title: Recording Secretary
Pay Grade: 111 Grade 111
Step: 1 Step 1
Salary Level:
Full/Part Time: Full-Time Override
FTE: 1.000000 Override
Employee Class: Override

Other Employment Details

Acting: Reduced Workload:
Retirement Option: Post Retirement Appointment:
Meals (Food Services Only): [Other Employment Details Help?](#)

Funding Details

Monthly Paid: Hourly Paid:

Posn#	Earnings Code	Speed Chart	Account	%	Compensation (Mthly,Hrly)	Annualized (Monthly Only)
1	REG	CWJB	543000	100.00	18.580000	

Fund/Deptid/PG/Descr: G0000 323400

Cancel Next

Note that an additional section will appear here for Faculty appointments.

Faculty Specific Appointment Details

Term type: TRM Term
Appointment type: RG Regular
Faculty Assoc. Code: NON Not in bargaining unit
Principal Subject Taught: 31200 Library Science
Previous Years in Rank: 10.00 [Download and Complete Years in Rank Form](#)
UBC Chair: CRC
Chair Start Date: 2009/01/01
Chair End Date: 2009/12/31

Verify that all required personal data has been completed. Complete missing fields as required. Click on **Transfer Job Data** button. The Manage Hires functionality will now transfer you to HRMS – Job Data Component:

HRMS Job Data Component:

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation		Faculty Appointment Data			
John Doe		EMP		ID: 1946072		Empl Rcd #: 0									
Work Location												Find View All		First 1 of 1 Last	
HR Status: Active		Payroll Status: Active													
*Effective Date: 2009/03/31		Sequence: 0		Job Indicator: Primary Job											
Action / Reason: Hire		New Hire													
												Future			
Last Start Date: 2009/03/31				Position Entry Date: 2009/03/31											
Position Number:															
*Regulatory Region: CAN		Canada													
Company: 01		University of British Columbia													
*Business Unit: UBC01		UBC - Vancouver													
*Department: ZOOL		Zoology		Department Entry Date: 2009/03/31											
*Location: LSC		Life Sciences Centre													
Establishment ID:															
Job Opening ID 5046												Date Created: 2009/03/04			

No data entry required on these pages.

Ensure data transferred over correctly (in particular the Job Opening ID). If may be necessary to delete existing rows or add additional rows to successfully transfer all job data. Some data rows may need to be altered or added via the regular Job Data screens (ie, Workforce Administration>Job Information>Job Data) before you'll be able to save the data transferring from eRecruit.

Work Location		Job Information		Job Labor		Payroll		Salary Plan		Compensation		Faculty Appointment Data			
John Doe		EMP		ID: 1946072		Empl Rcd #: 0									
Job Information												Find		First 1 of 1 Last	
Effective Date: 2009/03/31		Effective Sequence: 0		Job Indicator: Primary Job											
Action / Reason: Hire		New Hire													
												Future			
*Job Code: 300503		Recording Secretary		Entry Date: 2009/03/31											
*Business Title: Recording Secretary												Copy Business Title from JDL			
Supervisor Level:				Job Description Library #: 00000028											
Supervisor ID:															
*Regular/Temporary: Regular				*Full/Part: Full-Time											
Empl Class:				*Officer Code: None											
*Regular Shift: N/A				Shift Rate:											
Standard Hours															
Standard Hours: 152.00		Std Hrs/Week: 35.00													
Work Period: M		Monthly													
FTE: 1.000000															
Contract #															
Contract Number:														Contract Type:	
		Next Contract Number													

[Work Location](#) | [Job Information](#) | **Job Labor** | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#)

John Doe EMP ID: 1946072 Empl Rcd #: 0

Labor Information Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Hire New Hire Future

Bargaining Unit: **Labor Agreement Entry Dt:**

Labor Agreement: Stop Wage Progression

Employee Category: Pay Union Fee

Employee Subcategory:

Employee Subcategory 2:

Union Code: B16 CUPE 116 (35hrs/wk) **Union Seniority Date:** 2009/03/31

Works Council ID:

Labor Facility ID: **Labor Facility Entry Date:**

Exempt from Layoff **Layoff Exemption Reason:**

No data entry required on this page. Ensure data transferred over correctly.

[Work Location](#) | [Job Information](#) | [Job Labor](#) | **Payroll** | [Salary Plan](#) | [Compensation](#) | [Faculty Appointment Data](#)

John Doe EMP ID: 1946072 Empl Rcd #: 0

Payroll Information Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Hire New Hire Future

***Payroll System:** Payroll for North America

Payroll for North America

Pay Group:

Employee Type:

Tax Location Code: BC BC

Enter 003 if hourly or 001/002 if salaried employee.

Work Location | Job Information | Job Labor | Payroll | **Salary Plan** | Compensation | Faculty Appointment Data

John Doe EMP ID: 1946072 Empl Rcd #: 0

Salary Plan Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire New Hire Future

Sal Level: Salary Administration B16 Grade: 111 Grade Entry Date: 2009/03/31
 Plan: Step: 1 Step Entry Date: 2009/03/31

No data entry required on this page. Ensure data transferred over correctly.

Work Location | Job Information | **Job Labor** | Payroll | Salary Plan | **Compensation** | Faculty Appointment Data

John Doe EMP ID: 1946072 Empl Rcd #: 0

Compensation Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 Effective Sequence: 0 Job Indicator: Primary Job
 Action / Reason: Hire New Hire Future

Compensation Rate: 18.580000 *Frequency: H Hourly

Comparative Information
 Pay Rates
 Default Pay Components

Pay Components Customize | Find First 1 of 1 Last

Amounts	Controls	Changes	Conversion			
*Rate Code	Seq	Comp Rate	Currency	Frequency	Percent	
1	0					+ -

Calculate Compensation

Take note the compensation rate (it may disappear). Click on the Default Pay Components button to populate the Rate Code, Seq, Comp Rate, Currency, Frequency and Percent fields. Click on the Calculate Compensation button.

Pay careful attention on this page that the original comprate does not get overridden.

Faculty Appointments Only--

[Work Location](#) | [Job Information](#) | [Job Labor](#) | [Payroll](#) | [Salary Plan](#) | [Compensation](#) | **Faculty Appointment Data**

John Doe EMP ID: 1946072 Empl Rcd #: 0

Faculty Appointment Data Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 **Status:** A **Effective Sequence:** 0

Job Code: 300503 Recording Secretary

Business Title: Recording Secretary

Term Type: **Job Change Date:**

Fac. Assoc:

Last Updated By:

Appointment status

ETA Reduced Workload Full Disability Post Retirement
 Acting Shadow Sal Partial Disability Retirement Option

Faculty Board Notices

Percent Benefits: **Percent Salary:** Re-Generate Board Notice? **Authorized Amount:**

[Staff Appointment Data](#) | [Benefit Program Participation](#) | [Student Appointment Data](#) | **Employment Information**

John Doe EMP ID: 1946072 Empl Rcd #: 0

Organizational Instance

Organizational Instance Rcd: 0 **Termination Date:**

Organizational Assignment Data

Instance Record

Service Date: 2009/03/31 Override **Years** 0 **Months** 0 **Days** 0

Business Title: **Position Phone:**

Canada

Security Clearance: Owns 5% (or More) of Company

Appointment End Date: **Contract Length:** Not Applic:

Accrue Tenure Services **FTE for Tenure Accrual:**

Service Calculation Group: **FTE for Flex Service Accrual:**

Statistics Canada Academic Teaching Employment Table Customize | Find | View All | First 1 of 1 Last

Teaching Change Date	Survey Report Flag	Duties	*Principal Subject	Teaching Load	FTTE	Collapse as FT
1 <input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	99999	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

No data entry required on these pages (Employment data page should include the Principal Subject taught value if provided by department). Ensure data transferred over correctly.

[Job Earnings Distribution](#) | [Faculty Appointment Data](#) | **Staff Appointment Data** | [Benefit Program Participation](#)

John Doe EMP ID: 1946072 Empl Rcd #: 0

Staff Appointment Data Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 **Status:** A **Effective Sequence:** 0
Job Code: 300503 Recording Secretary **Job Change Date:**
Business Title Recording Secretary
Acting **Post Retirement** **Reduced Workload** **Retirement Option**
Full Disability **Partial Disability** **Last Updated By:**
Authorized Per Period **Percent Benefits:** **Percent Salary:**
Maximum Amount:
 New Notice?

[Job Earnings Distribution](#) | [Faculty Appointment Data](#) | [Staff Appointment Data](#) | [Benefit Program Participation](#)

John Doe EMP ID: 1946072 Empl Rcd #: 0

Earnings Distribution Type Find | View All First 1 of 1 Last

Effective Date: 2009/03/31 **Effective Sequence:** 0 **Job Indicator:** Primary Job
Action / Reason: Hire New Hire Future
Standard Hours: 152.00 **Work Period:** M Monthly
Compensation Rate: 18.580000 **Comp Freq:** H Hourly
***Earnings Distribution Type:** By Percent

Job Earnings Distribution Find First 1 of 1 Last

Position ***Unit**
 UBC01
***Earn Code** **Compensation Rate** **Std Hrs** **Distrb %**
REG Regular 100.000

Earnings Chartfields		
Combination Code	Description	Project End Date
CWJB543000	G0000 323400	1999/03/31 Edit ChartFields

No data entry required on these pages. Ensure data transferred over correctly. Click on  button.

If the appointment has a term date and the employee is brand new, the system will not warn you that it will be inserting another row for the termination. Note that termination rows for existing employees will be inserted along with the first transaction. Both rows will need fields completed.

Warning -- The hire for this job has been successfully saved. (25002,79)

A Termination Date exists so a termination record has been automatically added and will appear on the next screen. Please make any necessary changes and save to complete the hire process.

Termination row inserted after warning:

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation | Faculty Appointment Data

John Doe EMP ID: 1946072 Empl Rcd #: 0

Work Location Find | View All First 1 of 2 Last

HR Status: Inactive Payroll Status: Terminated

*Effective Date: 2010/03/30 Sequence: 0 Job Indicator: Primary Job

Action / Reason: Termination Staff Appointment End

Last Start Date: 2009/03/31

Position Number: Position Entry Date: 2009/03/31

*Regulatory Region: CAN Canada

Company: 01 University of British Columbia

*Business Unit: UBC01 UBC - Vancouver

*Department: ZOOLOGY Zoology Department Entry Date: 2009/03/31

*Location: LSC Life Sciences Centre

Establishment ID:

Job Opening ID: 5046 Date Created: 2009/03/05

Termination row inserted. Ensure all data fields transferred over correctly.

Faculty Specific Data Transfer – Administrative Posts:

Administrative Posts

John Doe ID: 1946072

Tenure/Home Dept: ZOOLOGY Zoology

Academic Rank: Tenure Status:

Administrative Posts Find | View All First 1 of 1 Last

*Administrative Post: CHAIR Chair

Post Type: Title

*Appointment Type: Initial Appointment

Description:

*From Date: 2009/01/01 End Date: 2009/12/31

Revision Date: Reason:

SetID: UBC01 Department:

Organization:

Comments:

Save Return to Search Notify

No data entry required on these pages. Transfer of data is automatic. Ensure data transferred over correctly.

Hire

Manage Hires

The following applicants are ready to be added

Manage Hire Results						
<u>Start Date</u>	<u>Applicant Name</u>	<u>Type of Hire</u>	<u>EmplID</u>	<u>Union Code</u>	<u>Portfolio#</u>	<u>Empl Type</u>
2009/01/20	Whittome Waygood,Beatrixe Heidi	Transfer	4972007	NUT	01	Hourly
2009/03/26	Cacchioni,Kristin Anne	Transfer	5855381	EXC	08	Salaried
2009/03/30	Fukushima,Susan	Transfer	4734068	C29	06	Salaried
2009/03/30	Chang,Catharine	Promotion	3739171	NBG	n/a	Salaried
2009/04/01	Todd,Amber	Promotion	5319854	M&P	01	Salaried
2009/05/08	Boudreau,Robert M	Transfer	5253578	882	02	Salaried

Once all data has been transferred, the employee will be removed from the **Manage Hires** list. If data has only been partially transferred (ie, Personal Data transferred but not Job Data), then this employee will remain on the list.

The departmental recruiter will receive an email notification that their applicant has been successfully transferred to HRMS.