

HIRES Form Action Box

Use this screen for:

Quickly assessing what hiring forms are pending, in process, or completed.

Reminders

- Only requisitions with a hired candidate will appear on this page.
- Forms can be filled out anytime within 90 days of hiring an applicant.
- Any HIRES user that has access to a particular requisition can save and submit forms for HR approval. This is unlike PeopleSoft, where only the user who creates a form can edit it.
- Ensure that you have all supporting documentation (tax forms, I-9, etc.) prior to completing the appropriate form.
- The New Hire Form transmits new employee data to PeopleSoft. Only HR Users can transmit forms to PeopleSoft.
- The Transfer, Rehire, and Add Concurrent Job forms are “print only.”
- Data will be keyed into PeopleSoft using upper and lower case; forms should be completed in the same way. Phone numbers will auto-format. You may add phone extensions.
- If the employee is not a US citizen, complete and submit a Foreign National Information Form (FNIF).

Section One: Requisitions With No Forms

Section

Key Points

Screen Shot

A

- Selecting **Req.** links to the requisition summary page.
- On the *Requisition Summary* page, you can select the appropriate form button for your transaction.

Req.	Name	Accept Date	Title	Req. Status	Contact Name
14453	Fast, Robbi M	09/12/2002	Recording Secretary	Active	Barbara Nadeau
14426	Burton, Dan	09/12/2002	Technical Project Analyst	Active	Shannon Cahill
14459	Henry, Winston	09/12/2002	International Development Officer	Active	Barbara Nadeau
14458	Herlihy, Denise	09/12/2002	Staff Assistant	Active	Mary Lutzal
14457	Ellis, Mark	08/20/2002	Stewardship Associate	Closed	Barbara Nadeau
13632	Stin, William	08/05/2002	Staff Assistant III	On Hold	Shannon Cahill
13478	Lemming, Carly L05/24/2002	05/24/2002	Assistant Director, Communications	On Hold	Barbara Nadeau

B

- Selecting **Name** links to the candidate information page.

Section Two: Forms In Process

Key Points

Screen Shot

C

- Selecting **Form Type** links to the form screen.
- To change forms, select the **Req.** link and choose the appropriate form button on the *Requisition Summary* page.

Req.	Name	Date	Form Type	Form Status	Contact Name
14495	Wilson, Shirley	09/13/2002	Hire	Saved	Shannon Cahill
14546	Kerry, Firm	09/13/2002	Hire	Saved	Shannon Cahill
14515	Chi, Alison	09/12/2002	Hire	Submitted	Shannon Cahill
13084	Parvez, Azi	09/09/2002	Hire	Saved	Shannon Cahill

D

- **Form Status** shows the current state of process for a particular form.
 - **Saved:** Form has been started, but data is not validated and ready for HR user approval.
 - **Submitted:** Data has been validated through the system edits, and form is ready for HR user approval.
 - **In Process:** (*New Hire Form Only*) Transmittal of form to PeopleSoft has begun, but is not completed. Select the **In Process** link to read the messages from PeopleSoft and then take the appropriate action.
 - **Error:** (*New Hire form only*) Transmittal of form to PeopleSoft has begun, but error messages have been returned. Select the **Error** link to read the messages from PeopleSoft and take the appropriate action.

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Section Three: Completed Forms

Section	Key Points	Screen Shot
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For a New Hire form:

- Forms in this section have been successfully transmitted to PeopleSoft.
- Selecting **Successful** links to the screen displaying the successful message from PeopleSoft. The employee's HUID number can be found on this page.

For a Transfer, Rehire, or Add Concurrent Job Form:

- **Successful** indicates that an HR user has reviewed the form data and clicked the **Complete** button at the bottom of the form. At this point the form can be printed and sent to Payroll.

There are 3 forms completed in the last 90 days

Req.	Name	Date	Form Type	Form Status	Contact Name
14601	Sabadini, Anthony	09/12/2002	Hire	Successful	Shannon Cahill
14637	Byron, Melissa	09/12/2002	Hire	Successful	Shannon Cahill
13657	Hall, Ann Patricia	09/05/2002	Hire	Successful	Shannon Cahill

