

NDSU NORTH DAKOTA
STATE UNIVERSITY



Manager's Self Service Onboarding Manual – Campus Manual

March 2016

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Introduction

The Hire process in Manager Self Service outlined in this manual is for NON-BENEFITED hires only, with the exception of the *italicized* paragraph below.

Manager Self Service is a module in HRMS for electronic workflow of employee hire and termination information. Workflow streamlines the way employee information is managed in HRMS by ensuring accurate data, initiating and tracking approvals and limiting mistakes that can be made with manual data entry.

Workflow uses pre-approved workflow paths. All workflows are routed automatically after the event has been submitted by a Supervisor. The initiating Supervisor will receive an email alert if/when an event is initiated, approved or denied.

The MSS Hiring/Onboarding process is all driven by initiating Hires **early**, well before the actual first day of work. This is a shift from our current campus practice of waiting until the end of the pay period or later to initiate paper forms.

The new process for non-benefited employees will require them to complete a paper I-9 completely (Section 1 and Section 2 with documentation) before the department will be given authorization to initiate the hire. If the employee doesn't complete the I-9, the employee cannot start working and the department does not get authorization from HR to initiate the hire. Consequently, the employees will not be issued their Empl ID, will not have completed necessary NDUS security steps and will not be able to complete their other online onboarding documents.

The benefited hire process will remain largely unchanged, meaning the information from PeopleAdmin will be utilized for the hire. It will not require the department to initiate the hire in MSS; HR/Payroll will do that for you. However, ALL benefited employees will be required to submit a paper I-9 with Section 1 completed to HR/Payroll before HR/Payroll will initiate the hire in MSS. If the benefited employee doesn't submit a paper I-9 with Section 1 completed to HR/Payroll, HR/Payroll will not initiate the hire and the employee cannot start working. Consequently, the employee will not be issued his/her Empl ID, will not have completed necessary NDUS security steps and will not be able to complete his/her other online onboarding documents. The employee will complete Section 2 with documentation in the HR/Payroll office before the end of the 3rd business day of work.

Manager Self Service-Onboarding Overview

New Hire-Non-Benefited:

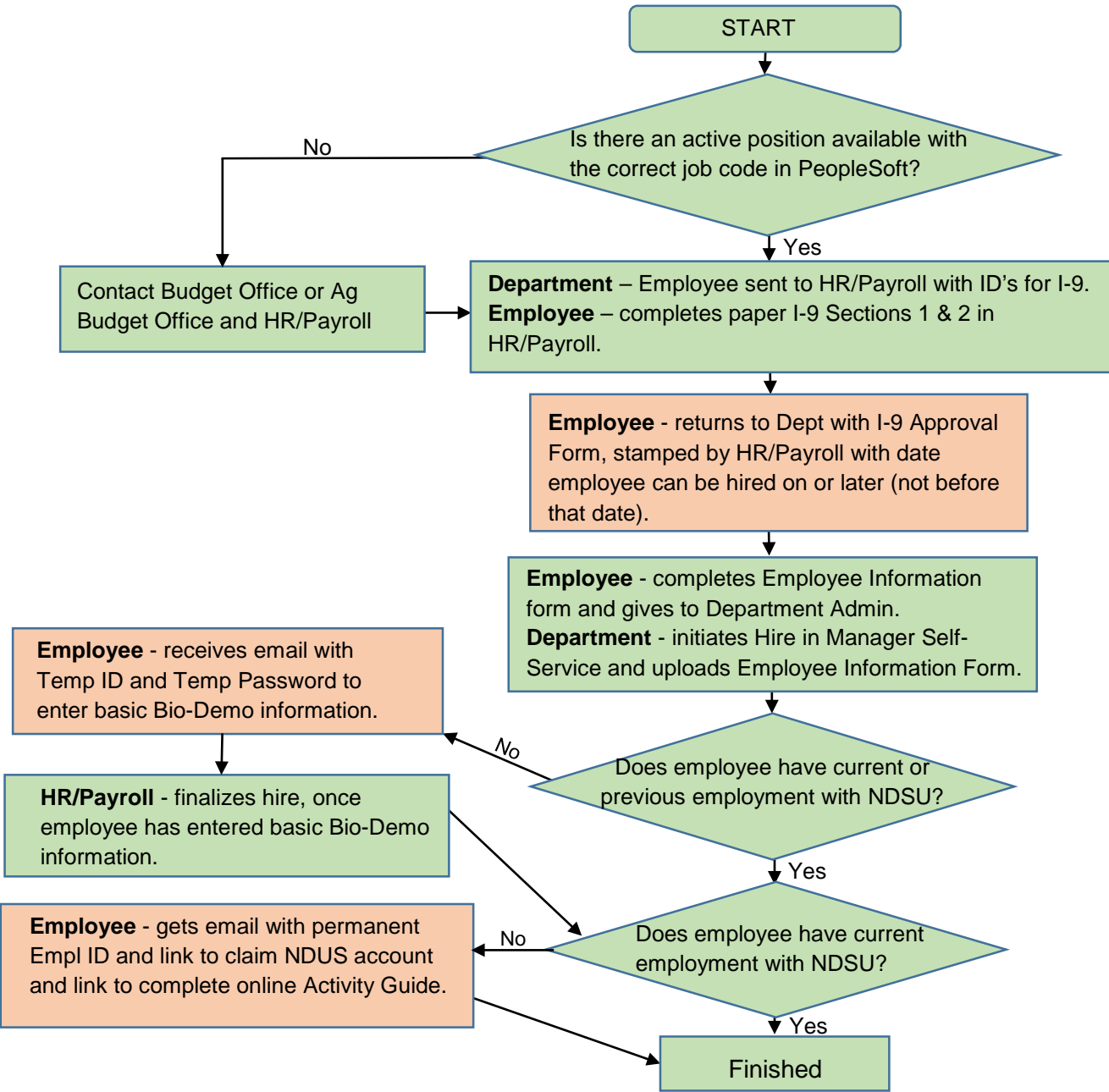
1. Department has employee fill out Employment Information Form and retains for use during Step 4 (sample form on page 7)
2. Department sends employee to HR/P with ID's for I-9, employee completes paper I-9 Section 1 and 2
3. Employee returns to department with Approval Sheet (sample form on page 8), stating employee is able to be hired as of that date (or later)
4. Department initiates Hire in Manager Self Service and uploads Employment Information Form and Approval Sheet
5. Employee gets email with Temp ID and Temp Password to enter basic Bio-Demo info
6. Hire continues through MSS workflow to HR/P. If employee has entered basic Bio-Demo info, hire is finalized by HR/P
7. Employee gets second email with permanent Empl ID, link to claim NDUS Account, and link to complete online Activity Guide

New Hire-Benefited:

1. Recruiter sends email to employee with links to Employment Information Form (sample form on page 7) and I-9 and instructions to complete Section 1 and either bring to HR/P (if in Fargo area) or scan back to HR/P (if not in Fargo area)
2. Once completed Employment Information Form and I-9 Section 1 received by HR/P, HR/P notifies the recruiter to finalize the Request to Offer in PeopleAdmin
3. Once RTO is finalized in PA, HR/P initiates Hire in MSS and retains I-9 for Section 2 later
4. Employee gets email with Temp ID and Temp Password to enter basic Bio-Demo info
5. Once employee has entered basic Bio-Demo info, hire is finalized by HR/P
6. Employee gets second email with permanent Empl ID, link to claim NDUS Account, and link to complete online Activity Guide
7. Employee brings ID's for Section 2 to HR/P on or before 3rd business day of work

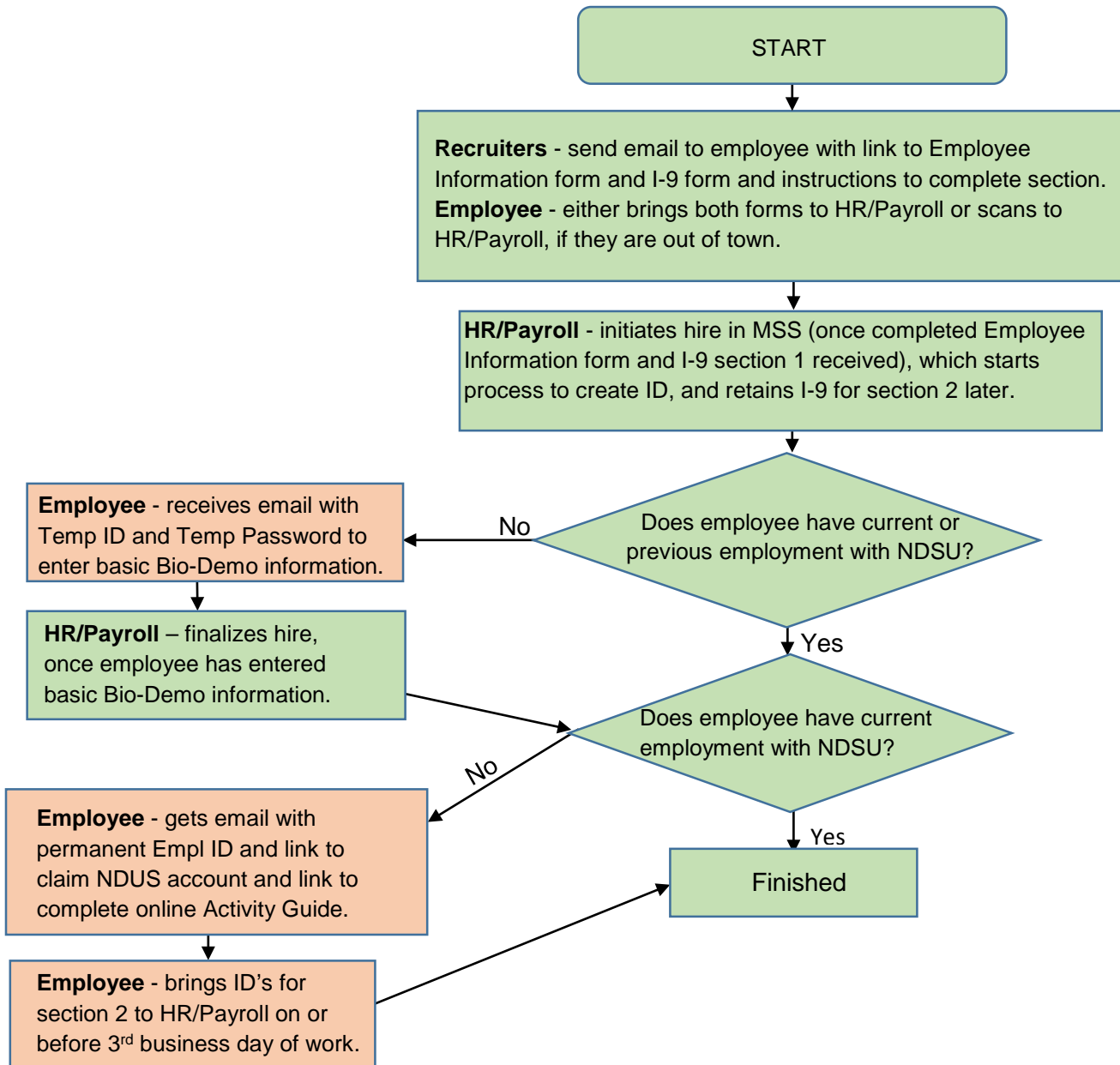
Manager Self Service – Onboarding Overview Flowchart

New Hire – Non-Benefitted:



Manager Self Service – Onboarding Overview Flowchart

New Hire – Benefitted:



Sample Employment Information Form

NDSU

HUMAN RESOURCES/PAYROLL
DIVISION OF FINANCE AND ADMINISTRATION

Employment Information

Questions about this form? Please call 701-231-8961

Do you have current or past employment at any North Dakota State Government Agency? No Yes

Agency: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Do you have current or past employment at any North Dakota University System Campus or Office? No Yes

Campus/Office Name: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Do you have current or past employment at any North Dakota State University Department? No Yes

Department Name: _____

Employment Dates: _____

Average Hours Worked per Week: _____

Insurance Coverage Dates: (if applicable) _____

Are you performing work for NDSU outside the United States? No Yes

Details:

Are you performing work for NDSU outside the state of North Dakota? No Yes

Details:

Do you have previous TIAA-CREF experience? No Yes If yes, list dates: _____

Additional space for information on any of the above:

The facts stated on this form are true and complete, to the best of my knowledge. I understand that making an omission of fact or a false statement may be sufficient cause for dismissal after employment.

I understand the hours per week for this position (or percent of time) are _____ and determined by my supervisor.

Print First Name Middle Initial Last Name Empl ID/Student ID

Signature

Date

E-Mail Address Phone Number

**** Upload this form as an attachment to the "Hire in Manager Self Service"**

Sample Approval Sheet

The I-9 Form for _____
was completed as of the date stamped below:

The start date/first day of work when initiating the hire in Manager Self Service cannot be prior to the above date stamp. It can be on or after the above date stamp.

If this is an international employee that does not have a Social Security Number, the employee can still begin working as of the above date stamp but must still bring in the Social Security Number to the HR/Payroll office when he/she receives it.

Signature of HR/Payroll Employee _____

Initiate Hire

Position Information

The Hire process in Manager Self Service requires the department initiating the Hire to enter the correct position number for the employee. If the department does not know which position number to use, it must be looked up prior to initiating the Hire.

To look up a position number navigate to Main Menu > Organizational Development > Position Management > Maintain Positions/Budgets > Add/Update Position Info.

Enter Department number and click Search. A list of all positions under that department is displayed.

The screenshot shows the 'Add/Update Position Info' page in a web browser. The search criteria section includes fields for Position Number, Status as of Effective Date, Description, Department (set to '3140'), Job Code, Position Status, Business Unit, and Reports To Position Number. The 'Search' button is highlighted with a red circle. Below the search criteria, a table of search results is displayed with columns for Position Number, Status, as of Effective Date, Description, Department, Job Code, Position Status, Business Unit, and Reports To Position Number.

Position Number	Status	as of Effective Date	Description	Department	Job Code	Position Status	Business Unit	Reports To Position Number
00018220	Active		Assoc Dir Benefits/Emp Dev	3140	110016	Approved	NDISU1	00020258
00012587	Inactive		HR Client	3140	521501	Approved	NDISU1	(blank)
00019918	Active		Associate Director for Payroll	3140	311000	Approved	NDISU1	00020259
00020259	Active		Director of HR/Payroll	3140	011512	Approved	NDISU1	00021035
00020951	Active		Benefits Coordinator	3140	311034	Approved	NDISU1	00019230
00021441	Active		Assoc Dir. of Recruitment & Adm	3140	110515	Approved	NDISU1	00020259
00021481	Active		HRMS Technician	3140	420913	Approved	NDISU1	00020259
00022125	Active		Office Assistant	3140	521501	Approved	NDISU1	00021441
00022495	Active		Student General	3140	880001	Approved	NDISU1	00021441
00022497	Active		Temporary General	3140	880001	Approved	NDISU1	00021441
00022539	Active		Temporary General	3140	880001	Approved	NDISU1	00021441
00022895	Inactive		Termed Student Emplceess	3140	850102	Approved	NDISU1	(blank)
00022897	Inactive		Termed Student Emplceess	3140	850102	Approved	NDISU1	(blank)
00022898	Inactive		Termed Student Emplceess	3140	850103	Approved	NDISU1	(blank)
00022899	Inactive		Termed Temporary Emplceess	3140	850105	Approved	NDISU1	(blank)
00022900	Inactive		Termed 9000 Empl	3140	950102	Approved	NDISU1	(blank)
00022504	Inactive		Termed Temporary Emplceess	3140	850105	Approved	NDISU1	(blank)

Click on the position you wish to view to bring up the details of the position, ensuring it is Active, vacant (unless it is a pool position in the 8000/9000 job bands), and has the correct Title and Job Code.

The screenshot displays the 'Add/Update Position Info' page in the HRMS system. The page is titled 'You are on Database: HEHP'. The 'Position Information' section shows the following details:

- Position Number: 00022945
- Headcount Status: Open
- Current Head Count: 0 out of 1 (circled in red)
- Effective Date: 06/01/2013
- Status: Active (circled in red)
- Reason: CRP Correction-Reporting
- Action Date: 06/11/2013
- Position Status: Approved
- Status Date: 01/01/1901
- Key Position:

The 'JOB Information' section shows the following details:

- Business Unit: 525513 North Dakota State University
- Job Code: 411015 General Admin Techn (circled in red)
- Reg/Temp: Regular
- Full/Part Time: Full-Time
- Regular Shift: Full
- Title: Employment Records Technician (circled in red)
- Short Title: EmpRecTech

The 'Work Location' section shows the following details:

- Reg Region: USA United States
- Department: 5140 Human Resources-Payroll
- Company: ND9 North Dakota State University
- Location: A-STOPNAGO Stop N Go
- Reports To: 00100072 Senior Employ. Records Tech
- Supervisor Lvl: []
- Security Clearance: []

The 'Salary Plan Information' section shows the following details:

- Salary Admin Plan: SLJNE
- Grade: 400
- Step: []
- Standard Hours: 40.00
- Work Period: W Weekly
- Mon: 8.00, Tue: 8.00, Wed: 8.00, Thu: 8.00, Fri: 8.00, Sat: [], Sun: []

At the bottom of the page, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Add to Favorites, and Include History. The page is updated on 06/11/2013 1:33:35PM by elizabeth.thompson.1.

Another way to find VACANT positions that are available to use (including pool positions for 8000/9000 job family) is the Vacant Budgeted Positions screen. Navigation to the screen is Main Menu > Organizational Development > Position Management > Review Position/Budget Info > Vacant Budgeted Positions.

Enter Department ID and click Search. A list of all vacant positions in the department is displayed. You may need to View All in order to see your full list.

Vacant Budgeted Positions

Set ID: NDSU1 Department: 2715 Biological Sciences Total Vacant Positions: 31997

Position ID	Description	Position Status	Reports To	Short Description	Vacant Positions	Max Head Count	Full/Part Time	Regular/Temporary
0001840	Doctoral Grad Research Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018511	Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018604	Doctoral Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018607	Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018630	Doctoral Grad Research Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018774	Doctoral Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018982	Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00018992	Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00019071	Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary
00019339	Doctoral Grad Teaching Asst	Approved	00102403	Budg/Coord	1	1	Part-Time	Temporary

If, after viewing the lists, there are no available/vacant position number to use, there are two options. The first option is if there is another available/vacant position number that will not be used in the future but it has the wrong title and job code for the duties being performed, a request can be made to change the title and job code to be what is needed. The second option, if option one is not feasible, is a NEW position number will need to be created.

For either option, please send an email with the request (either reusing an existing number or creating a new number) to the appropriate Budget office and the HRMS Technician, Elizabeth.Thompson.1@nds.edu, in HR/Payroll. For departments 1000-6020 (excluding academic Ag) the email request goes to nds.budget@nds.edu. For departments 2200-2290 and 7000-7980 the email request goes to Leann.Frieler@nds.edu and Eric.Exner@nds.edu. The email request must include: Department Number, Department Name, Job Code, Type of Work, Hours per Week, FTE, Supervisor and Effective Date. The appropriate Budget office and HRMS Technician will work together to set up what is needed and notify the department when the number is ready.

Please Note: The Hire process cannot be initiated without a position number; departments must allow for enough time during the payroll calendar for positions to be created and approvals to be granted per the normal deadlines.

For applicable hourly employees, graduate teaching assistants and part-time academic staff, the background check must be completed before the employee starts working and before the Hire is initiated in MSS. A link to the NDUS procedure regarding background checks is below: <http://www.ndus.edu/makers/procedures/ndus/default.asp?PID=332&SID=58>. Add the background check completed date in the Request Comments box (shown later in this manual).

For departments hiring Seasonal employees, the Seasonal request must be approved before the employee starts working and before the Hire is initiated in MSS. A Seasonal employee is one in which a person works 6 months or less per year during an institutionally designated “season”, such as the agricultural growing season. Please contact Noah Fischer at Noah.Fischer@nds.edu to request approval for a Seasonal employee. The Seasonal approval should be uploaded as an attachment to the Hire in MSS and Seasonal dates added to the Request Comments box (shown later in this manual).

Initiate Hire

New Hire Request

Once the correct position number has been determined or created, the Hire can be initiated. From Home page, click the New Hire Request link.

The screenshot shows a web browser window with the URL <https://adminsyst.ndus.edu/psp/hehp/EMPLOYEE/HRMS/h/?tab=DEFAULT>. The page header includes the North Dakota University System logo and the text "You are on Database: HEHP". Navigation links for "Home", "Worklist", "Add to Favorites", and "Sign out" are visible, with "Home" circled in red. Below the header, there are sections for "MSS Approval/Review Summary" and "Manager Self-Service". The "Manager Self-Service" section contains several links, with "New Hire Request" circled in red.

Transaction Type	Approvals	Reviews
L-9 Forms	1	0
Termination Request	40	0

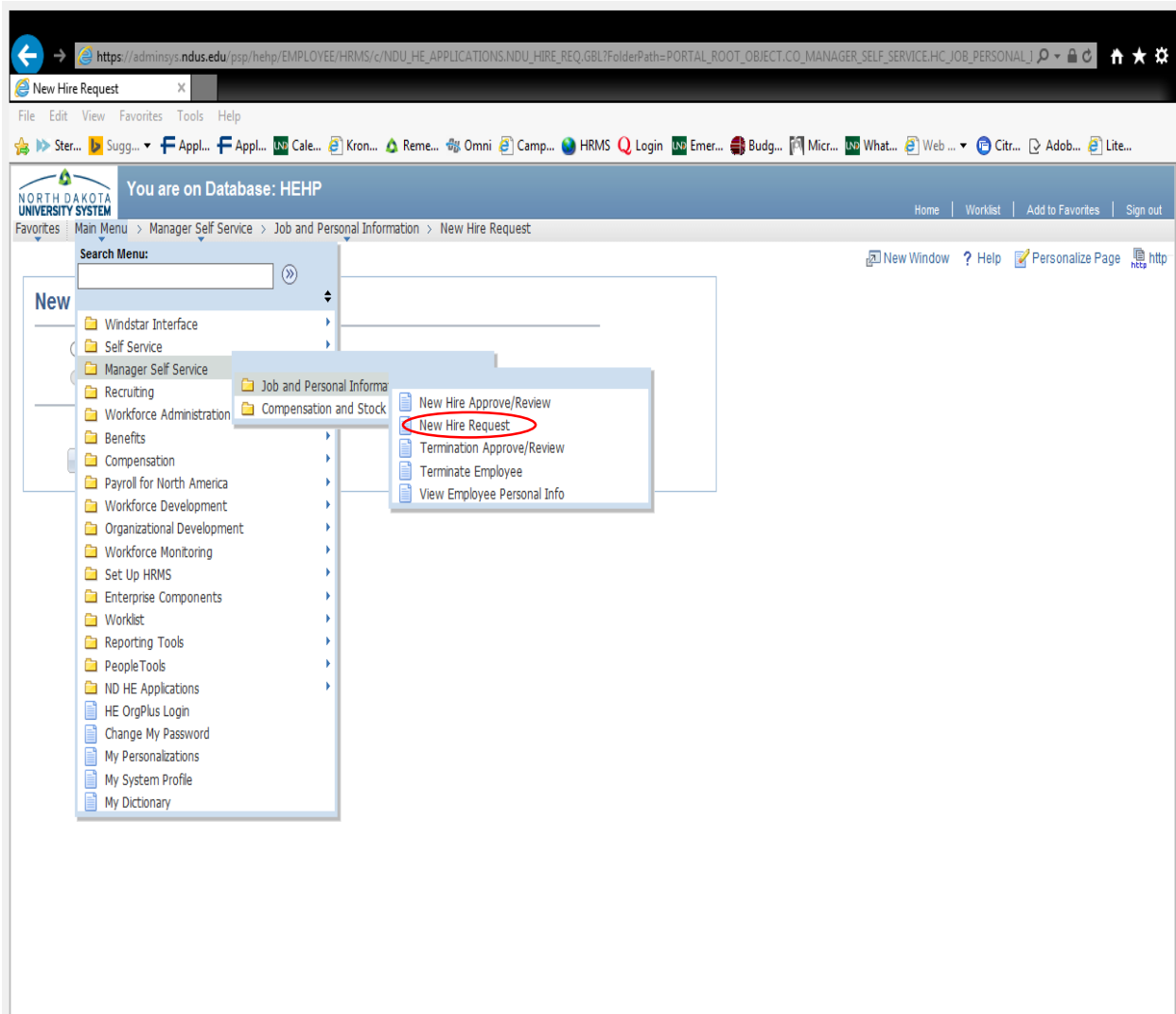
Manager Self-Service

- [View Employee Personal Info](#)
Review job and personal information for your employees.
- [New Hire Request](#)
Initiate a new hire request
- [Terminate Employee](#)
Initiate a request to terminate an employee.
- [New Hire Approve/Review](#)
Approve/Review New Hire Request
- [Termination Approve/Review](#)
Approve/Review the termination of an employee

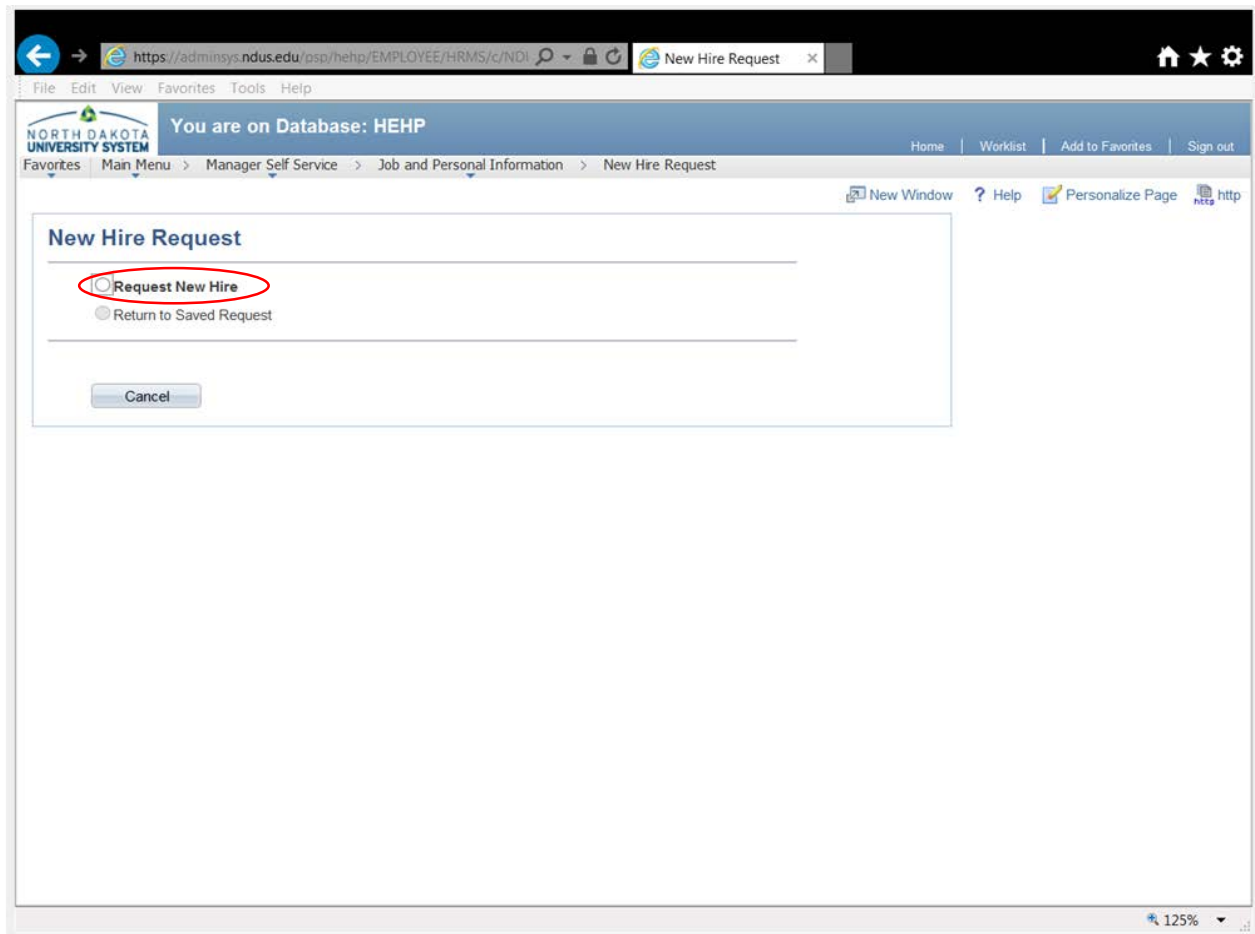
OR navigate to the New Hire Request page by following this navigation:

Main Menu > Manager Self Service > Job and Personal Information > New Hire Request

Click on the New Hire Request link.



Click the radio button in front of Request New Hire.



This screen will come up, enter the previously determined position number the employee will be hired into.

The screenshot shows a web browser window titled "UNIVERSITY SYSTEM" with a breadcrumb trail: "Favorites > Main Menu > Manager Self Service > Job and Personal Information > New Hire Request". The page content is titled "New Hire Request" and features two radio buttons: "Request New Hire" (selected) and "Return to Saved Request". Below these is a "Position:" label followed by a text input field containing "00018206" and a search icon. A "Cancel" button is located below the input field. The entire form area is enclosed in a light blue border.

If the Empl ID of employee is known, click yes and enter the Empl ID in the box. Click Continue.

The screenshot shows a web browser window with the URL <https://adminsys.ndus.edu/psp/hehp/EMPLOYEE/HRMS/c/NDI>. The page title is "You are on Database: HEHP". The breadcrumb trail is "Main Menu > Manager Self Service > Job and Personal Information > New Hire Request".

The main content area is titled "New Hire Request" and contains the following elements:

- Radio buttons: Request New Hire, Return to Saved Request
- Position field: 00018206 Stnt General (Hrly)
- Question: Does an Empl ID exist for the proposed hire? Yes No
- Text input field: Enter Empl ID: (circled in red)
- Buttons: Cancel, Continue >>>

Empl ID and name will populate if Empl ID was entered on the previous screen. Enter start date and employee's email address. (Both fields required) **Note the email address may be the personal email address at this point, if this is a new employee who does not yet have and NDSU email. Click Continue.

The screenshot shows a web browser window with the URL <https://adminsys.ndus.edu/psp/ehrp/EMPLOYEE/HRMS/CI/ND/>. The page title is "You are on Database: HEHP". The breadcrumb navigation is "Favorites | Main Menu > Manager Self Service > Job and Personal Information > New Hire Request". The main content area is titled "New Hire Request" and contains the following elements:

- Start Date:** A text input field with a calendar icon, circled in red.
- Empl ID:** A text input field with a search icon, circled in red.
- Email:** A text input field, circled in red.
- Workflow Status:** Not Submitted
- Candidate Status:** Pending
- Continue >>>** A button to proceed to the next step.

At the bottom right of the browser window, the zoom level is set to 125%.

OR if Empl ID is unknown or the employee doesn't have an Empl ID, click no. Enter employee's First Name, Middle Name, Last Name. (First and Last Name fields required) Click Continue.

https://admsys.ndus.edu/bsp/hehp/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_HIRE_REQ.GBL?PORTALPARAM_PTCNAV=NDU_NEW_HIRE_REQ&EOPP-SCNNode=HRMS&EOPP-SCP...
New Hire Request

File Edit View Favorites Tools Help

Ster... Sugg... Appl... Appl... Cale... Kron... Reme... Omni Camp... HRMS Login Emer... Budg... Micr... What... Web ... Citr... Adob... Lite...

NORTH DAKOTA UNIVERSITY SYSTEM You are on Database: HEHP Home | Worklist | Performance Trace | Add to Favorites | Sign out

Favorites | Main Menu > Manager Self Service > Job and Personal Information > New Hire Request

New Window ? Help Personalize Page http

New Hire Request

Request New Hire
 Return to Saved Request

Position: 00016452 Pastry Chef

Does an Empl ID exist for the proposed hire? Yes No

First Name:
Middle Name:
Last Name:

Cancel Continue >>>

Enter start date and employee's email address. (Both fields required) **Note the email address may be the personal email address at this point, if this is a new employee who does not yet have and NDSU email. Click Continue.

The screenshot shows a web browser window with the URL https://admsys.ndus.edu/bsp/hehp/EMPLOYEE/HRMS/c/NDU_HE_APPLICATIONS.NDU_HIRE_REQ.GBL?PORTALPARAM_PTCNAV=NDU_NEW_HIRE_REQ&EOPP.SCNODE=HRMS&EOPP.SCPOR.... The browser title is "New Hire Request". The page header indicates "You are on Database: HEHP" and includes navigation links for Home, Worklist, Performance Trace, Add to Favorites, and Sign out. The breadcrumb trail shows: Favorites > Main Menu > Manager Self Service > Job and Personal Information > New Hire Request. The main content area is titled "New Hire Request" and contains the following form fields and status information:

- Start Date:** A date selection field, circled in red.
- Workflow Status:** Not Submitted
- Candidate Status:** Pending
- Last Name:** A text input field with a blue selection bar.
- First Name:** A text input field with a blue selection bar.
- Middle Name:** A text input field.
- Email:** A text input field, circled in red.
- Continue >>>** A button to proceed to the next step.

Some information on this page will populate based on the position number. The following need to be filled in or updated:

- Enter correct standard hours
- Leave Campus Address and Phone, Contract Length and Tenure Accrual fields blank (**not applicable for non-benefited employees**)
- Fill in (as applicable) Kronos employee, Labor agreement, Comp Freq, Comprate fields
- See below for information on **Funding**
- Leave Departmental Approvers field blank
- Add any comments in the Request Comments box. See below for information on the **Request Comments** box
- Click the Add Attachment link to upload Employment Information Form, I-9 Approval Sheet and any other required attachments such as Grad Contract, PTA Contract, Hourly Wage Justification, Seasonal Approval

The screenshot shows the 'New Hire Request' form in a web browser. The form is titled 'New Hire Request' and is part of the 'HEHT' database. The form includes the following fields and sections:

- Workflow Status:** Not Submitted
- Candidate Status:** Pending
- Start Date:** [Blank]
- Last Name:** [Redacted]
- First Name:** [Redacted]
- Middle Name:** [Blank]
- Email:** [Redacted]
- Position:** 00015452 Pastry Chef
- Business Unit:** UNID01 University of North Carolina
- Dept:** 3670 Dining Support Services
- Job Code:** 721051 Baker
- RegTemp:** Regular
- Job Std Hrs:** 40.00
- Job FTE:** 1.00000
- Contract Length:** [Blank]
- Tenure Accrual:** [Blank]
- Kronos Employee:**
- Comp Freq:** Hourly
- Comprate:** 0.00
- Funding Table:**

Earn Code	Combo Code	Current FY Budget Amt	Current Dist%
	11101783670R	34,343,000	0.000
- Departmental Approvers Table:**

User ID	Name	Position Description
- Request Comments (2000 char):** [Blank]
- Add Attachment:** [Link]
- Submitted By:** [Blank]
- Last Updated By:** [Blank]
- Submitted:** [Blank]
- Last Updated:** [Blank]
- Buttons:** Submit, Save For Later, Cancel

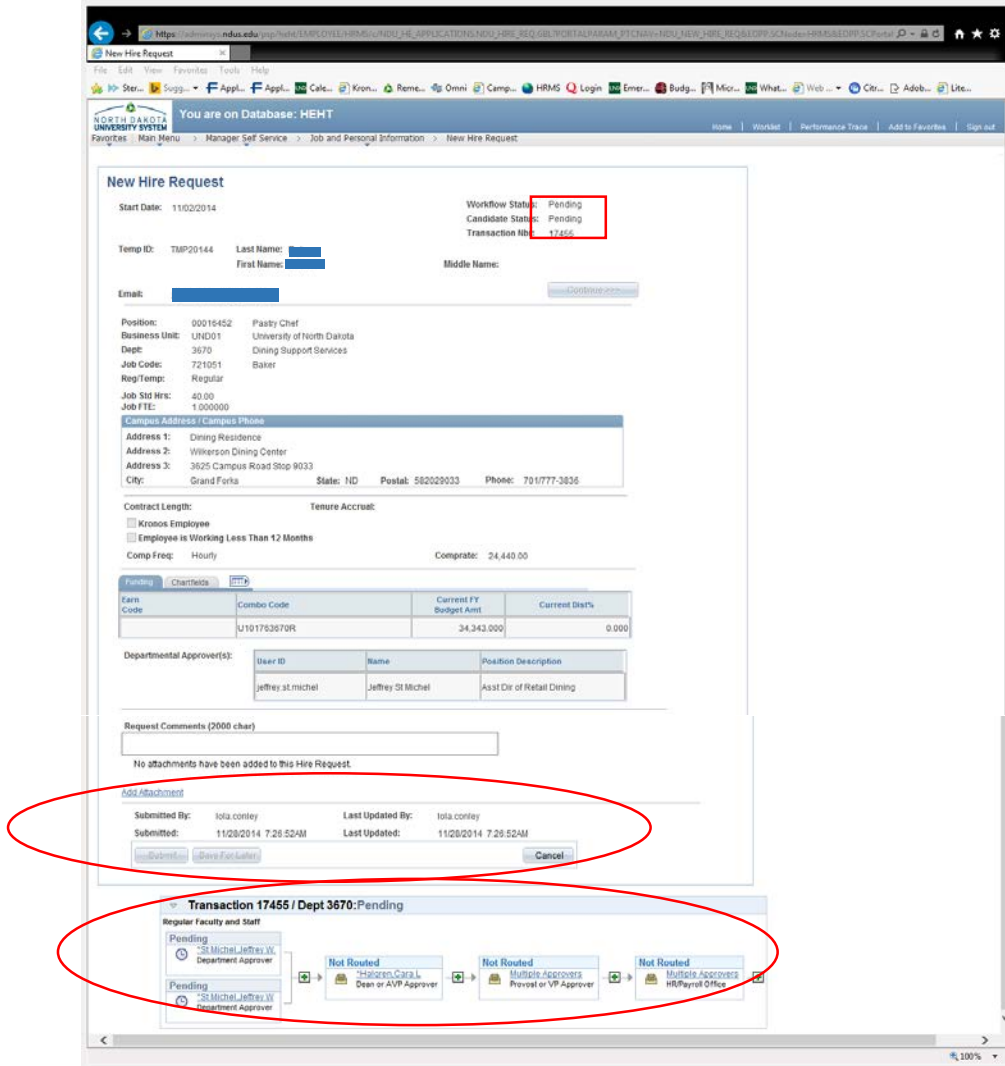
****Funding** section is not editable, it shows default funding for this position. If a different funding source is needed for Part-Time Academic or Grad positions, enter the fund, dept, account, project (if applicable) and program (if applicable) in the **Request Comments** box. If


more than one funding source is needed please list the amount (or percentage) for each one. For Part-Time Academic positions, the position number or operating budget info must be listed indicating where the budget is coming from. For Grad positions, please include a budget adjustment if necessary.

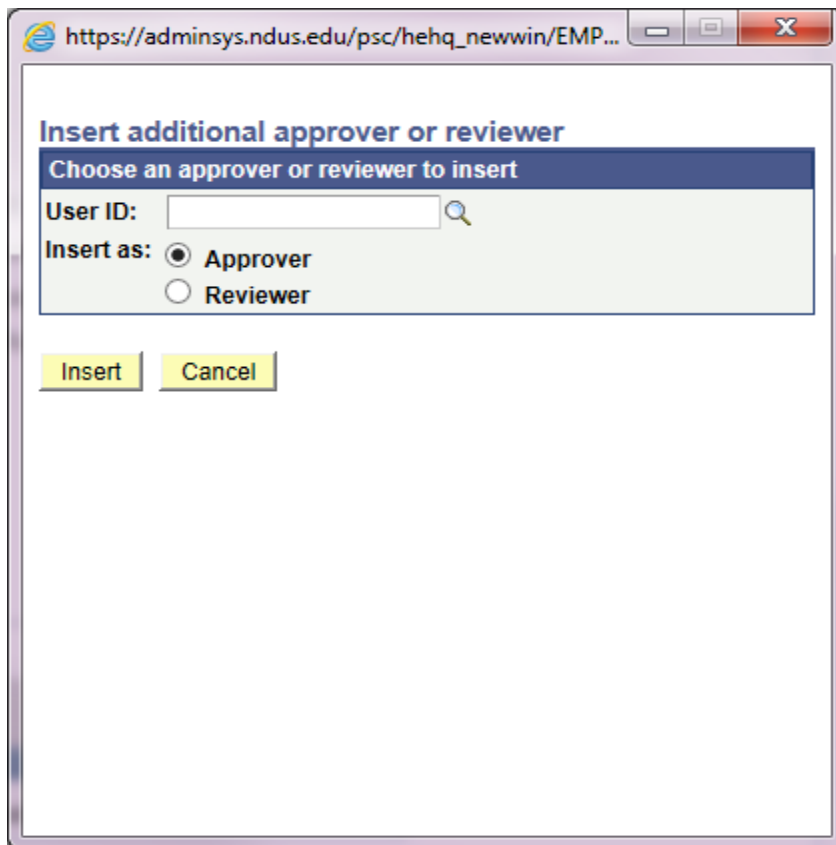
****Request Comments** box should be used for: funding information (discussed above), indicating the date the background check was completed, number of credits and multiplier for ACA, hourly wage justification, seasonal dates.

When everything has been completed/uploaded, click **Submit**. Workflow status, in upper right hand corner, indicates where initiator is at in the process. Not Submitted will change to Pending once the hire has been submitted.

Workflow Status, upper right hand corner, changes to “Pending” once submitted and a transaction number is assigned. Transaction number and Pending will show above the workflow at the bottom of the screen also. The Initiator/Submitter of the hire shows in the area below the Add Attachment link. The Workflow will automatically populate those programmed into the workflow. These are determined by the type of employee and the department/division the position is in.



- Add Approvers/Reviewers.** Before leaving this page, add any additional Approvers or Reviewers that may need to know of this hire. Once you exit from this page, Approvers and/or Reviewers cannot be added. Click the green plus  sign, at the bottom of the screen in the workflow box. There will be a pop-up box that will default automatically to Reviewer; it will need to be changed to Approver if that is the action role for the added person. Enter dotted identifier (firstname.lastname) or use the magnifying glass to search. Click Insert to add the Approver/Reviewer.



NDSU Workflow Approvals

Faculty (Benefited)	Faculty (Non-Benefited PTA 2125)	Staff (Benefited)	Graduate Assistants (2210, 2215, 2220)	Student Hourly (8000)	Temporary Hourly (9000)
HR/Payroll only (All other approvals via PeopleAdmin recruiting process)	Dept > Dean > Provost > Budget/Ag Budget > Equal Opportunity > HR/Payroll	HR/Payroll only (All other approvals via PeopleAdmin recruiting process)	Dept > Dean > Grad School Dean > Budget/Ag Budget > HR/Payroll	Dept > Budget/Ag Budget > HR/Payroll	Dept > Budget/Ag Budget > HR/Payroll

The above work flows are automatically added when Hire request is submitted. ****Remember to add any other approvers/reviewers that are not on this list at this point before leaving the page.**

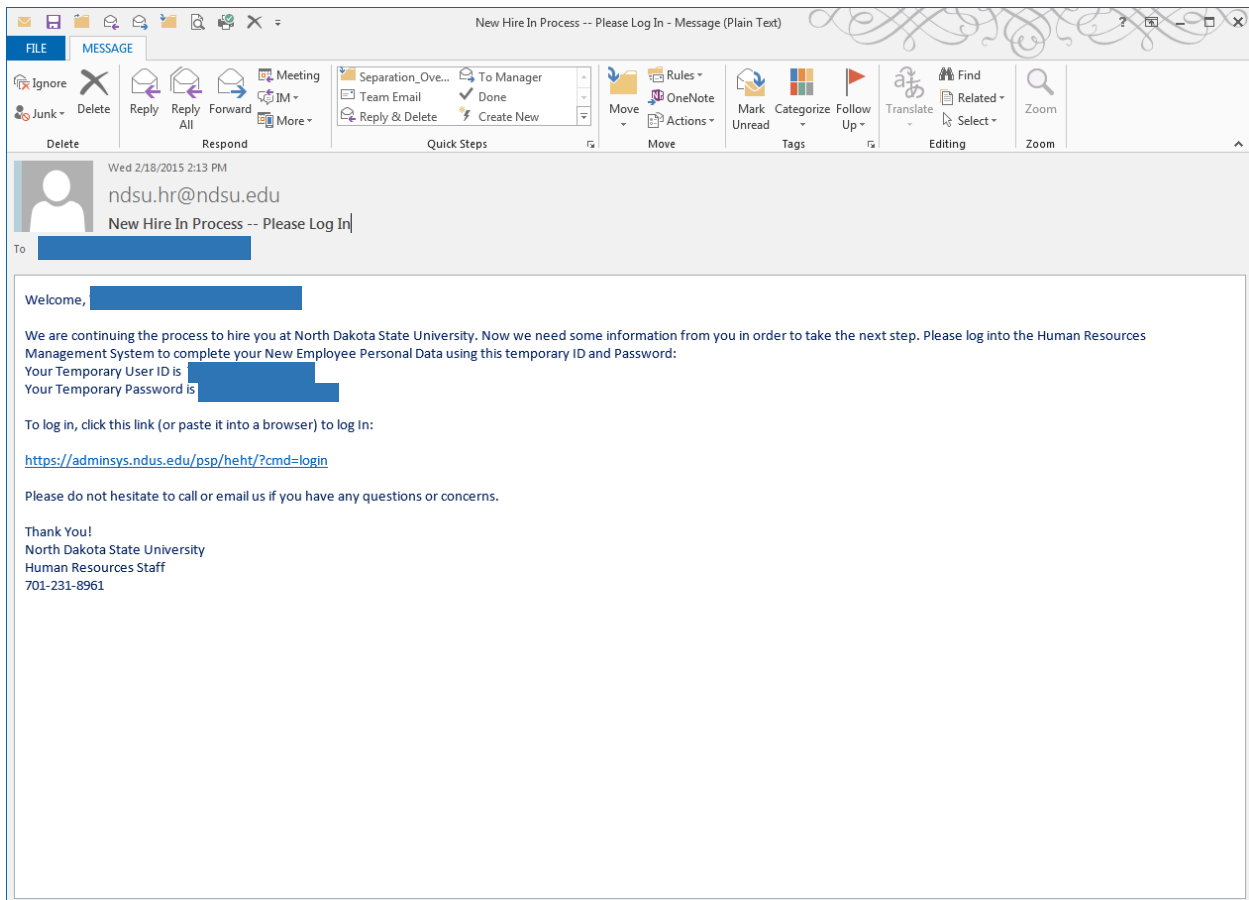
Employee Process Part 1

Employee Email with Instructions

Once the Hire is Initiated/Submitted by the department, the employee will receive the below email at the email address the department entered for them when they initiated the Hire. A sample email is below. The employee needs to click the link in the email and use the Temporary User ID and Temporary Password provided in the email to log in to HRMS Oracle/PeopleSoft.

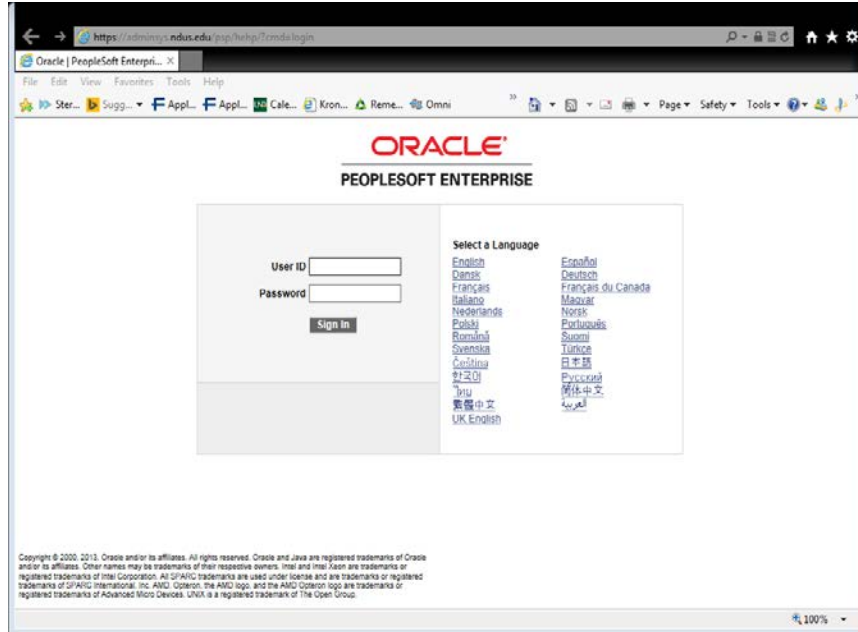
This initiates the Employee ID process; if the employee fails to take action on this email he/she will not be issued their permanent Empl ID.

If the employee is a Rehire or is already active in another position at NDSU, they may not get this email as they already have an Empl ID and their NDUS account should already be claimed.

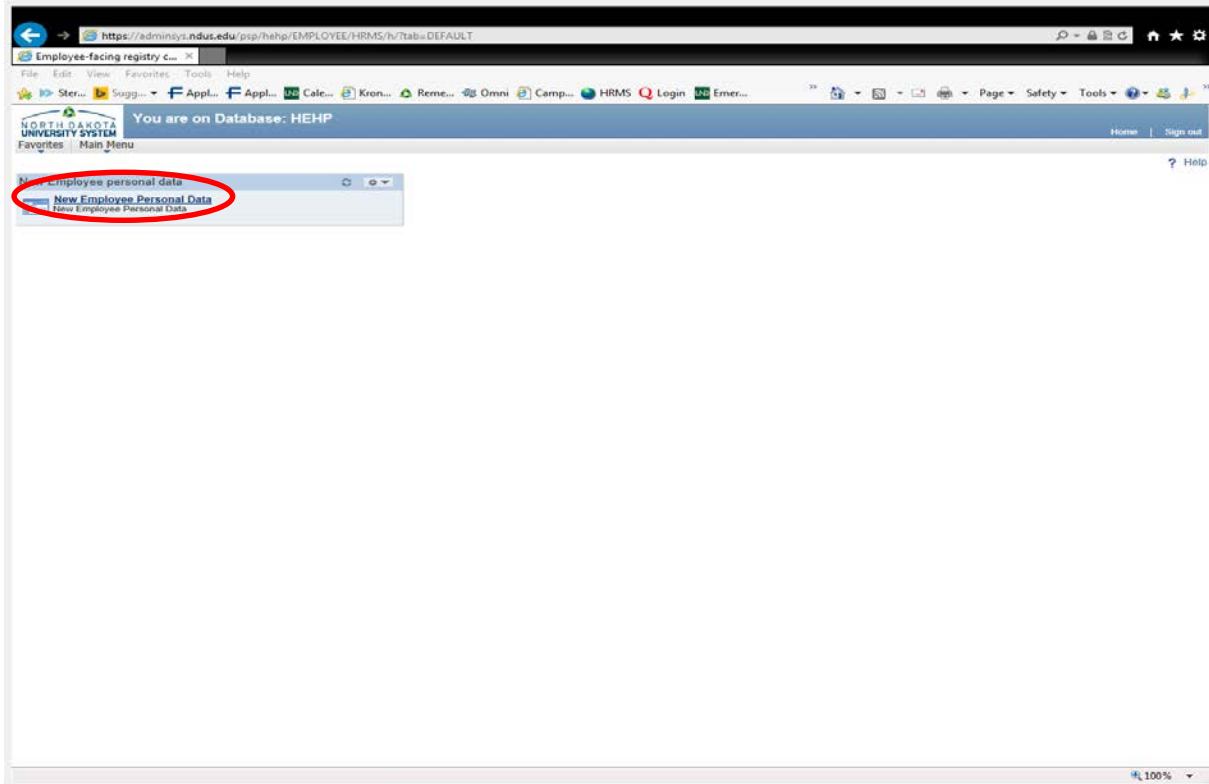


Employee PeopleSoft Login

Employee will use the Temporary User ID and Temporary Password from the email to log in to enter needed personal data.



Employee will click on New Employee Personal Data link.



Employee will fill in all the fields with the requested information. Employee should use full middle name if applicable. If the Social Security number has not been issued yet (for new international employees) click the SSN Applied For box. Home address should be the address in the state where the employee is actually working. (No PO Box addresses, no office addresses, no parent addresses.) Click Submit.

New Hire Personal Information

Hire Type: STF Transaction: 17455
Empl ID: Transaction status: P
Start Date: 11/02/2014 Candidate status: P
Temp Empl ID: TMP20144

Personal Data
*Please enter the Name as appears on Social Security Card.
First Name: [Redacted] Gender: [Dropdown]
Middle Name: [Redacted] Date of Birth: [Text Box]
Last Name: [Redacted]
Social Security #: [Text Box] SSN Applied For:

Contact Information
Address Information:
Address Type: HOME
Address: [Text Box]
City: [Text Box] State: [Text Box]
Postal Code: [Text Box]
Country: USA
Phone Numbers:
Phone Type Telephone Preferred
1 [Text Box] [Text Box] [Text Box]

**The new employee's hire information is now pending with HR/Payroll. Once all approval workflows for the Hire have been completed and the new employee's above hire steps have been completed, HR/Payroll will complete the Hire process into Job Data.

Employee Process Part 2

After HR/Payroll approves the Hire into Job Data, a process will run overnight to generate and Employee ID and set the employee up with an NDUS Account. The next day, the employee will receive an email **containing their Employee ID and 2 steps** of instructions on how to claim their NDUS Account and complete their onboarding process. Below is a sample email.

If the employee is already active in another position at NDSU, they will not get this email as they already have an Empl ID, their NDUS account will already be claimed, and all onboarding activities will already be completed.

From: nds.hr@nds.edu <nds.hr@nds.edu>
Sent:
To:
Subject: New Hire On-boarding steps

Dear XXX

Your Employee ID (EmplID) XXXXXXXX

Congratulations on your employment at North Dakota State University! To finalize your appointment it is necessary for you to complete the next steps.

Step1:

It is essential to claim your North Dakota University System (NDUS) user account to be able to complete your hiring process. If you are logging in for the first time please visit the [Login Information](#) website, and follow the instructions given to create the account. If you already have an NDUS user account, the same website includes links to obtain your user ID and change your password, if needed.

Step2:

Once you have completed claiming your user account, access will be given to complete your New Employee Onboarding. Please complete all the on-boarding activities by logging into [New Employee On-boarding](#) with your User ID and Password.

You can find a step-by-step manual to guide you through the on-boarding activities here: https://www.ndsu.edu/fileadmin/hr/Online_Onboarding/MSS-Onboarding_Manual-Employee_Manual.pdf. For other required forms and information related to your NDSU employment, please follow this link:

https://www.ndsu.edu/hr/new_employee_information/getting_started/

If you have any questions please reply to this message directly. Again, congratulations on your employment and welcome to North Dakota State University!

Thank You,

HR/Payroll

North Dakota State University

nds.hr@nds.edu

701-231-8961

Below is a sample screenshot of the New Employee Onboarding Activity Guide home page. The employee will need to complete all activities in the Activity Guide, all the way through the Direct Deposit step. This includes entering I-9 Section 1 information again, but the I-9 will have already been completed before the online process was started.

