Hiring New Employees

Use this Job Aid to hire a new employee (someone with no previous or current Harvard employment)

Administrator To-Do’s (At a Minimum of Two Weeks Ahead of Time)

- Process the HIRE immediately upon offer acceptance; there is no need to wait. Delay in hiring causes delay in pay and other benefits. Make sure the offer attributes match the posted position attributes; e.g. pay rate must match what is being offered.

- Complete and send the appropriate documentation listed on the checklist upon transmittal immediately. The checklists also may be found in Wasabi→Harvard Apps/Forms under Payroll, as well as the most current versions of tax forms. Tax forms are also available in ABLE. The transaction will not go through until all documentation is received.

- Inform the employee that all direct deposit and tax forms are done via PeopleSoft Self Service.

- Coordinate office, phone, computer and system access:
  - To establish a computer account, submit to IT the “Computing Account Form” found on http://www.hsph.harvard.edu/administrative-offices/information-technology/files/AcctForm.pdf Click on the forms link.
  - If applicable, fill out the online HSPH User Security Request Form. https://wasabi.harvard.edu/fasst/security/securityform.html

- Determine what training is required for the position and when training is available. This will help you select an optimum start date for the new hire. Check the Center for Workplace Development for Financial Management and Systems training schedules. Check the Office of Financial Services iSite web page. Look under the Training tab for information about Wasabi and other financial training classes.
  - Chart of Accounts and CREW - On-line at ABLE http://able.harvard.edu. CoA live training is available through the Center for Workplace Development. Sign up in PeopleSoft.
  - GMAS – GMAS Deployment website: http://gmasdeployment.fad.harvard.edu/icb/icb.do
  - Sponsored Program Administration – Office for Sponsored Programs training resources website: http://vpf-web.harvard.edu/osp/quick_links/training.php
  - Ethics and Accountability – Sign up in PeopleSoft.
  - Wasabi - New users are automatically registered for Wasabi Basics and Hands-on Lab sessions. Check email from FASST@sphofs.harvard.edu
  - Time and Labor - On line at HarvIE; or live training is available through the CWD. Sign up in PeopleSoft.

For HELP: HR Policy www.hsph.harvard.edu/hr  Academic Affairs policy www.hsph.harvard.edu/academicaffairs
Financial Questions www.hsph.harvard.edu/ofs  Wasabi: wasabi@sphofs.harvard.edu
Hiring New Employees

Tips for Processing Hires

✓ Follow the procedures outlined on the “Hiring Manager’s Toolkit” on the HR iSites web page in order to hire the person according to HSPH’s hiring policy.

✓ Consult the “Annual Titles and Appointment Procedures” on the Office of Faculty Affairs website for assistance with hiring new appointments or contact Debbie Mattina at 2-1327.

✓ When creating the Wasabi payroll action:
  o In the Wasabi Hire action, enter an End Date only when applicable (e.g. Annual Appointments).
  o Before transmitting, click the View Form button to review and check for errors.

✓ If the person has any prior Harvard experience you must process a Rehire instead of a Hire. Find out if the person has any previous or current Harvard experience by asking him or her directly. You can also find previous or current Harvard experience by looking in Wasabi > P/R Employees List > Entire University or running a report in CREW.

✓ Create a New Hire form using Action/Reason SPH/OPN (Open Position) to include salary encumbrances for budget purposes.

✓ HSPH feeds new hires electronically for all employee classes except for Temps. Temp hire actions are entered directly into PeopleSoft by our HSPH Weekly Payroll Manager. Follow-up paperwork is still required.

✓ Make sure the employee knows that the Department Administrator is the first contact for all payroll and HR questions.

✓ Direct the employee to get a PIN at www.pin.harvard.edu and explain / demonstrate the uses of Self Service (for which there is a Job Aid, and on-line simulations), Time & Labor, and ABLE.

✓ All New Hires working 17.5 hours or more must attend orientation.

✓ If the employee meets benefits eligibility criteria, an enrollment form is sent the day after the new hire is coded in the PeopleSoft system.

✓ For positions posted as “Candidate-in-Mind”, an Affirmative Action Form is not required. Enter the Hire Form effective date in the Affirmative Action field on the Job Data-1 Tab.

For HELP: HR Policy www.hsph.harvard.edu/hr  Academic Affairs policy www.hsph.harvard.edu/academicaffairs  
Financial Questions www.hsph.harvard.edu/ofis  Wasabi: wasabi@sphof.s.harvard.edu
**Hiring New Employees**

To begin a New Hire action, log into Wasabi and click on the above icon.

### The Employee Tab

Select **Hire/Hire: New Hire at Harvard** for the **Action/Reason**. If you get a message saying that an HUID already exists, use **Hire/Rehire with Prior pre-2002** instead. If the system finds a DOB & SSN match, the person has worked here before. S/he must be Rehired in order to prevent generating another HUID. Work closely with HR on selecting the correct Action/Reason; it will kick-off appropriate benefits.

### The Job Data Tab

Depending on the Job Code, only applicable fields are open for input/editing.

If the job is Overtime Eligible and your Org has multiple **Time & Labor Groups**, make sure to select the right one from the dropdown. The SPH^HR Approval group defaults in some cases.

If you are unsure of which **Job Code** to use, contact HR or Academic Affairs.

For Overtime Eligible employees, the **Rate** is entered in hourly format. The first rate field is the **FTE Salary**, and the second is the **Actual Salary**. You must enter digits after the decimal.

**Union Code** is determined by Job Code.

Using a **Salary Administration Plan** other than 35 hrs/wk requires approval from HR. The **FTE** (Full Time Equivalent) is derived from Standard Hours / Sal Admin Plan.

**Schedules** matching the Standard Hours entered are in the picklist.

Enter an **ASPIRE** Req ID for all Hires including promotions and transfers, except in case of job reclassifications.

Select the date that the Affirmative Action Form was submitted by the supervisor. If person was a “Candidate-in-Mind”, enter the effective date of Hire form.

Enter the first day of employment in the **Effective Date** field. If the date is in the past, alert the employee that retro pay will be delayed.

Choosing **Employee Class** filters out other Employee Class related fields throughout the transaction, such as Job Code.

Allows for selection of one or more ethnic groups. Click on the groups that you want to select.

For non-resident, non-citizens who do not have **Social Security Numbers**, leave this field blank and make sure to leave **US Citizen** unchecked. When entering the SSN, it is masked for security purposes. (You will see dots when typing in the numbers.)

Enter any explanatory notes.
Hiring New Employees

The Job Data Tab 2

- **Business Title**: Enter even if it's the same as the Job Code descriptor. For some Academic Appointments, the text "in the Faculty of Public Health" defaults because it's a required part of the title.
- **End Date**: Enter only if applicable. End Dates will kick off the Auto-Termination process centrally. Temps' End Dates default to 3 months after their effective date. The End Date is required for Academic Appointments, not Admin. and Professional nor Support Staff.
- **Supervisor**: You must enter. Use the drop-down arrow to select the employee's immediate Supervisor from the P/R Employee's picklist.

The Address Tab

- **Address Type**: Use the drop-down arrow to select and complete the information as it pertains to each type. Information for all 3 address types must be filled in. Home Address must be a USA address per HU OHR policy.
- **University Mailing Address defaults**: Based on Location Code from the Job Data - 1 Tab but you must enter Bldg/Room information.
- **Postal Code**: Entering first will populate City and State.
- **Country**: When entering a foreign address, select Country and then select "State" from the picklist.

You can submit a Home e-mail address on this transaction, but the work e-mail address is updated through MIDAS. Contact your HR partner to update about updates to MIDAS.
**Hiring New Employees**

**The Education Tab**

If a School is not in the picklist, call 6-2001.

Add School Accomplishments only if the employee graduated.

**The Coding Tab**

Enter Coding here. ("Coding", "costing" and "distribution" are all synonyms.)

The percent must equal 100%. If the amount is off by a couple pennies do not worry. The percent is what the PeopleSoft system uses in its calculations.

Make sure to click **View Form** before transmitting the transaction. It not only checks for errors but also provides a chance to proofread the transaction.

Once you have reviewed the **View Form** version of the transaction (the PeopleSoft version), click **Transmit**. A documentation checklist launches, and the transaction is sent into the approval queue. 

Send along any relevant documentation listed on the checklist immediately.

What to do after you send the supporting documentation? Check the status of the transaction by looking in the Transmitted/Hold list in Wasabi. If you need to remove the transaction form the approval queue, Click Delete. The Transaction will return to your Untransmitted/Rejected List. Run a CREW or Wasabi report to make sure the transaction made it into the PeopleSoft system correctly. **Questions?** Contact Human Resources.