

EMPLOYEE HIRE/ REHIRE

Purpose: Prevent input errors, duplications, and time loss (SSN is not verified in HRV8 until page 4 of Personal Data).

Steps:

- 1) Search for current Employee ID in Job Summary Page and/or Archive Employee Data.
- 2) Enter Employee ID into Hire Search page or click on add a new hire in which case a new ID will be provided.
- 3) Complete/Verify all Tabs/Links.
- 4) Move to Job Data and resume the hire process.

NOTE: NEW HIRES WILL NOT BE ACCESSIBLE IN TIMEKEEPING GROUP UNTIL THE FOLLOWING DAY.