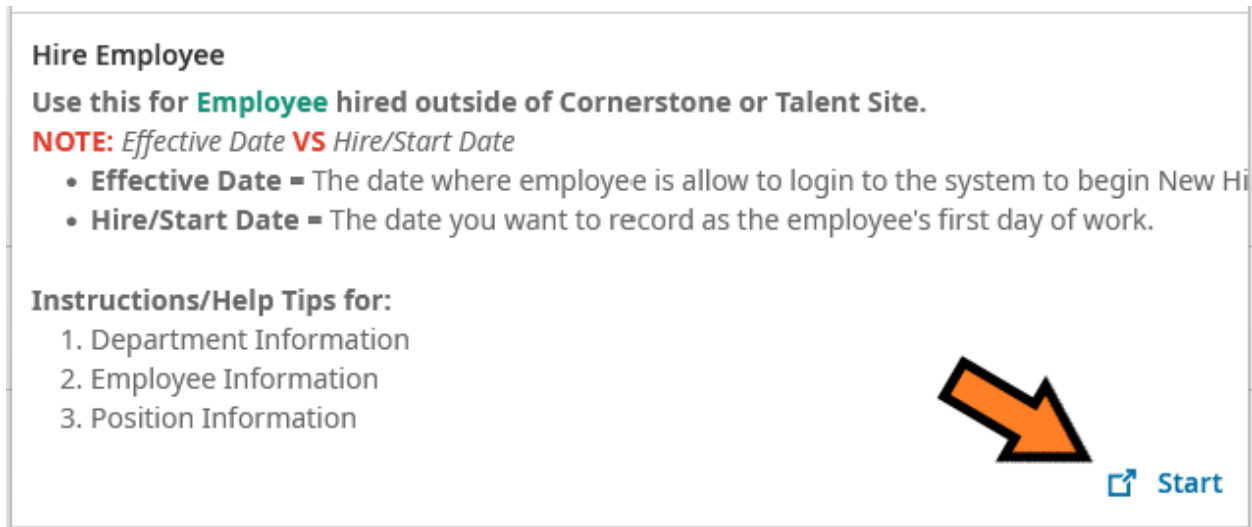


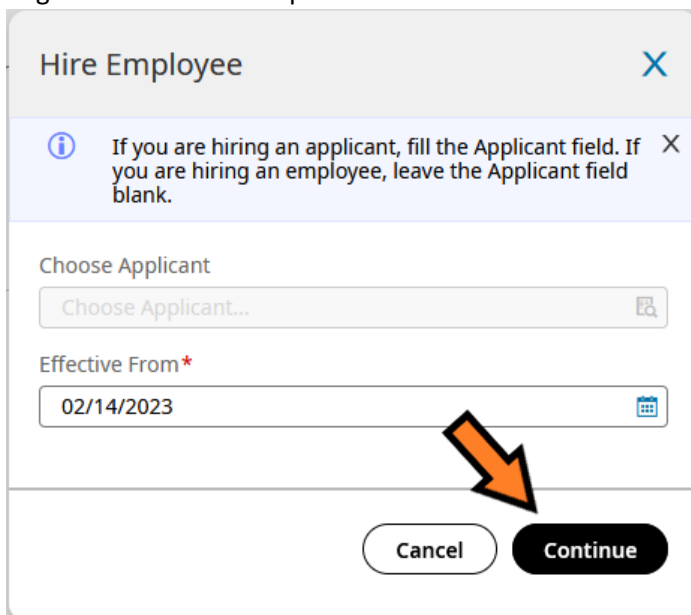
Hire Employee

To begin new hire paperwork, login to [UKG Ready](#) (this hyperlink is for Admin only, do not share with employee) and click on Hire Employee icon, then click on Start link.



Click on Continue button.

Effective Date: Leave it as today's date. This is the date when an employee can start using this system to begin their New Hire Paperwork.



A screenshot of the 'Hire Employee' form. At the top, it says 'Hire Employee' with a close button (X). Below that is an information icon (i) and a note: 'If you are hiring an applicant, fill the Applicant field. If you are hiring an employee, leave the Applicant field blank.' There are two input fields: 'Choose Applicant' with a search icon and 'Effective From*' with a calendar icon and the date '02/14/2023'. At the bottom, there are two buttons: 'Cancel' and 'Continue'. An orange arrow points to the 'Continue' button.

Department Information Section

Default Org Structure: Select the department/office that the employee belongs to.

- Click on the dropdown, then click on Browse to select the department/office.

Default Department *

Browse...

Browse and Select Cost Centers

List View Tree View

Page 1 1 - 200 Rows Saved: Default OSU Search Columns (1) 1

#	Name (Institution)	Name (Branch)	Name (College/Div...)	Name (Dep...)	Name ...	External Id
	=	starts with	starts with	starts with	starts v	like
	Oklahoma State					Enter Org Number
<input type="radio"/>	OKLAHOMA STATE	OKLAHOMA CITY	Office of the President ...	Office of the Pre...	Office of ...	160001
<input type="radio"/>	OKLAHOMA STATE	OKLAHOMA CITY	Community Engageme...	Community Eng...	Commun...	160101

- Click on Continue button to proceed to Employee Information Section.

Apply Defaults: Leave all fields check and click on OK button


Apply Defaults

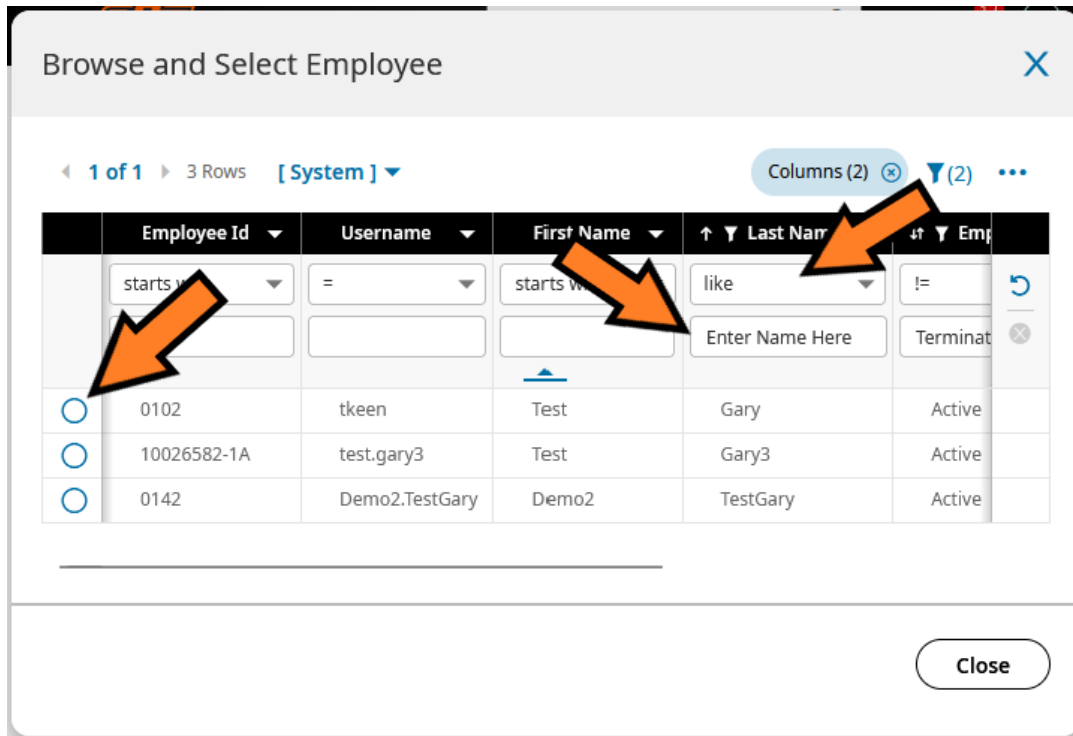
Below are the fields that will be applied with the default values in this cost center. Please ensure to select only the fields to be applied.

<input checked="" type="checkbox"/>	Field	Value To Apply
<input checked="" type="checkbox"/>	Dept HR Admin	
<input checked="" type="checkbox"/>	Base Compensation (Year)	0
<input checked="" type="checkbox"/>	Base Compensation Hours (Year)	2080
<input checked="" type="checkbox"/>	Dashboard Layout Profile	

Value Effective Date

Dept HR Admin: This is pre-populated for you. If not, you may select the person that will be processing the new hire paperwork including verifying I-9, W-4, etc after employee completed their checklist.

- Click on  to browse and select the Dept HR Admin. Select the user by clicking on the first column.



Browse and Select Employee

1 of 1 | 3 Rows | [System]

Columns (2) | (2)

Employee Id	Username	First Name	Last Name	Emp	
starts with	=	starts with	like	!=	
		Enter Name Here	Terminat		
<input type="radio"/>	0102	tkeen	Test	Gary	Active
<input type="radio"/>	10026582-1A	test.gary3	Test	Gary3	Active
<input type="radio"/>	0142	Demo2.TestGary	Demo2	TestGary	Active

Close

- Click on Continue button to proceed to Employee Information Section.

Employee Information Section

Employee Type: Select employee employment type.

- Non-International Employee (U.S. Citizen / Legal Permanent Resident)
 - CHS Student – Student employment for CHS campus
 - FT Faculty – Faculty full time employment
 - PT/Temp Faculty – Faculty part time or temporary employment
 - FT Staff – Full time staff member
 - PT/Temp Staff – Part time or temporary staff member
 - Grad Student – Graduate student employment
 - Undergrad Student – Undergraduate student employment that have Federal Work Study Grant
 - Undergrad Student -Non-WS – Undergraduate student employment that DO NOT have Federal Work Study Grant
- International Employee (employee that need a legal work authorization)
 - Intl - J1 Exchange Visitor – Short-term scholar, research scholar, professor
 - Intl - CHS Student – International student employment for CHS campus
 - Intl - FT Faculty – International faculty full time employment
 - Intl - PT/Temp Faculty – International faculty part time or temporary employment

- Intl - FT Staff – International full time staff member
- Intl - PT/Temp Staff – International part time or temporary staff member
- Intl - Grad Student – International graduate student employment
- Intl - Undergrad Student – International undergraduate student employment

Hired: Enter the date when an employee accepted the position or the date offer letter was initiated

Started: Enter the date when an employee will start working for OSU

Contract month begin if less than 12 months: Select the beginning month of the contract July, August, or September from the dropdown list. This is for employee that are on a less than 12 months contract (usually for Faculty employment).

Job End Date: Select the last date employee on the job. This is for employee with part-time or temporary contract (usually for Graduate Assistantship employment)

First Name: Enter employee legal first name

Last Name: Enter employee legal last name

Banner ID: Enter employee Banner ID is available. If students, please complete this field




Primary Email: Enter employee email address provided in job application or resume. If students, please enter OSU email address.



Employee ID, Username, & New Password: Leave it blank to allow UKG system to auto generate.

Click on Continue button to proceed to Position Information Section.

Position Information Section

Default Job: Select employee job function.

- Click on  to browse job function list.
- You can click on the  Page  to move between pages or use keyword search

	↑ Position ID	Position Title	Organization Code	Organization Desc...	Employee Class	
	like	like	like	like	like	
	Enter keywaord here					
<input type="radio"/>	113907-OSU	Associate Professor/Div Head	160159	Human Services Div	6A-OSU-OKC Faculty	
<input type="radio"/>	533381-OSU	ACAD COUN II	180123	Admin and Acad Operati ons	8G-OSU-Tulsa AdminProf	

- Select the employee job function

Reason Code: Select New Hire or Re-Hire from the dropdown list.

Working Title: Enter the employee's working title.

FTE: Enter employee's time equivalency (1 = full time, 0.75 = $\frac{3}{4}$ time, 0.5 = half time, etc)

Pay Type: Select Hourly or Salary from the dropdown list.


Factor: Select the number of months associated with the Annual Salary entry. This field will be used to compute the monthly salary paid to the employee. Annual Salary divided by Factor is the monthly compensation (for a full month). As a general rule, the Factor will be the number of months in the contract / assignment for faculty members, 1 for graduate assistants, and 12 for staff members.



Default Labor Distribution: Select Yes or No from the dropdown list. Are you using the Default Labor Distribution for this position? If not then additional data will need to be entered after the employee's paperwork is complete before the EPAF can be applied.

Time Entry Method: Select Web, Third-Party, or Department Entry from the dropdown list.

Leave Accrual Rule Override: For employee that is not following the normal/standard leave schedule.


Deferred Salary: Select Yes or No from the dropdown list.

Base Compensation: Click on  to edit employee's pay information on the newest Effective date.

Effective From	Annual \$	% Change	Amount \$	Hours	PP	Actions
03/21/2023	\$0.00		\$0.00 / Year	2080.00hrs / Year	12	
12/31/1900	\$0.00		\$0.00 / Year	2080.00hrs / Year	12	



Edit Base Compensation ✕

Effective From* 

Amount* \$

Per ▾

Hours ⌵

Per ▾

PP in Year*

Click on Submit button to complete Hire Employee action. UKG Ready will create an account for this employee based on information provided and send an email notification with login instructions to the system to complete the New Hire Paperwork.