



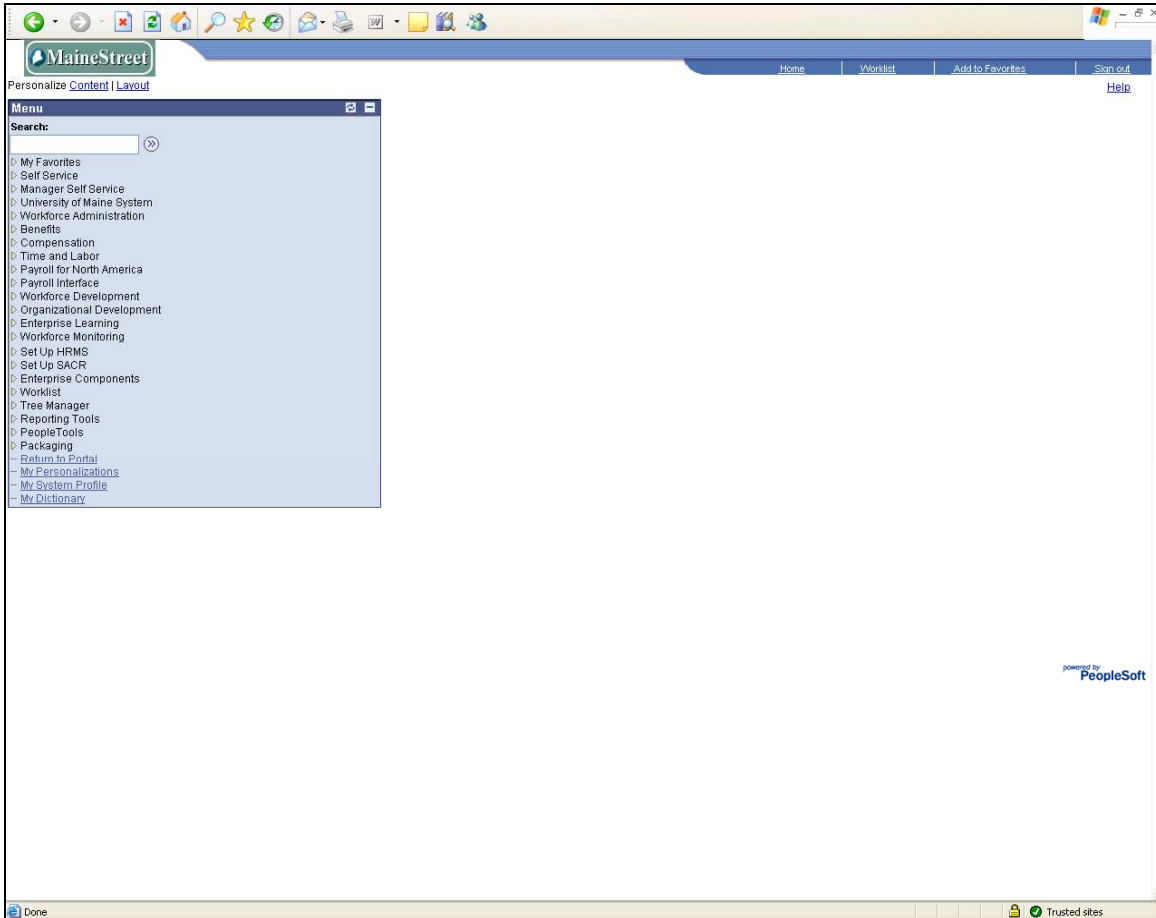
File Name	Hiring POI as EMP_BUSPROC.doc
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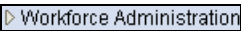

Hiring POI as EM

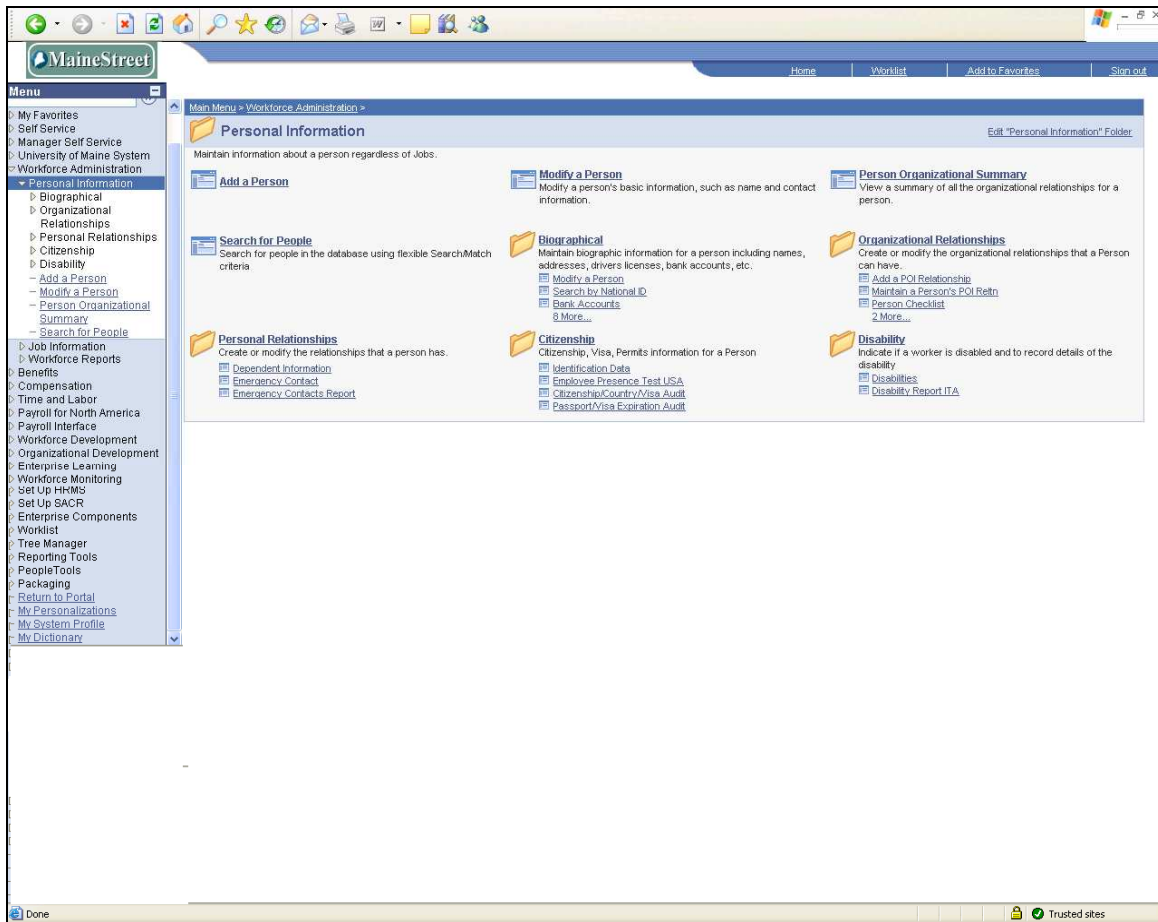
Hire a POI as an Employee.

Please refer to: <http://www.maine.edu/pdf/UsingUPK.pdf>

Procedure



Step	Action
1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 



- | Step | Action |
|------|-------------------------------------|
| 3. | Click the Add a Person link. |

Process Document

HRMS: Hiring POI as EMP



HIRE/EMPLOYEE SEARCH

Welcome to your Hire/Employee Search. Before adding a new employee, you need to determine if there is a match in your current HR, Payroll, and Benefit System or if the employee exists in the Student Administration System.

Enter at least one criteria for the search to be able to perform its function and then click on the Search button.

If any matches are found they will be displayed. The information will display if the employee resides in the Student Administration System or your current HR, Payroll, and Benefit System. If they reside in the later, then you must go to the Job Data page to rehire the employee. A link will be provided next to each employee to take you to the appropriate page to complete your transaction.

If the employee was retrieved from the Student Administration System all their biographical data will be retrieved so you will not have to input. Only make corrections where necessary. Once you save the record it will be sent back to the Student Administration System to update any changes you might have made.

Search Options

First Name: National ID:

Last Name: Date of Birth: EmpID:

Address Line 1:

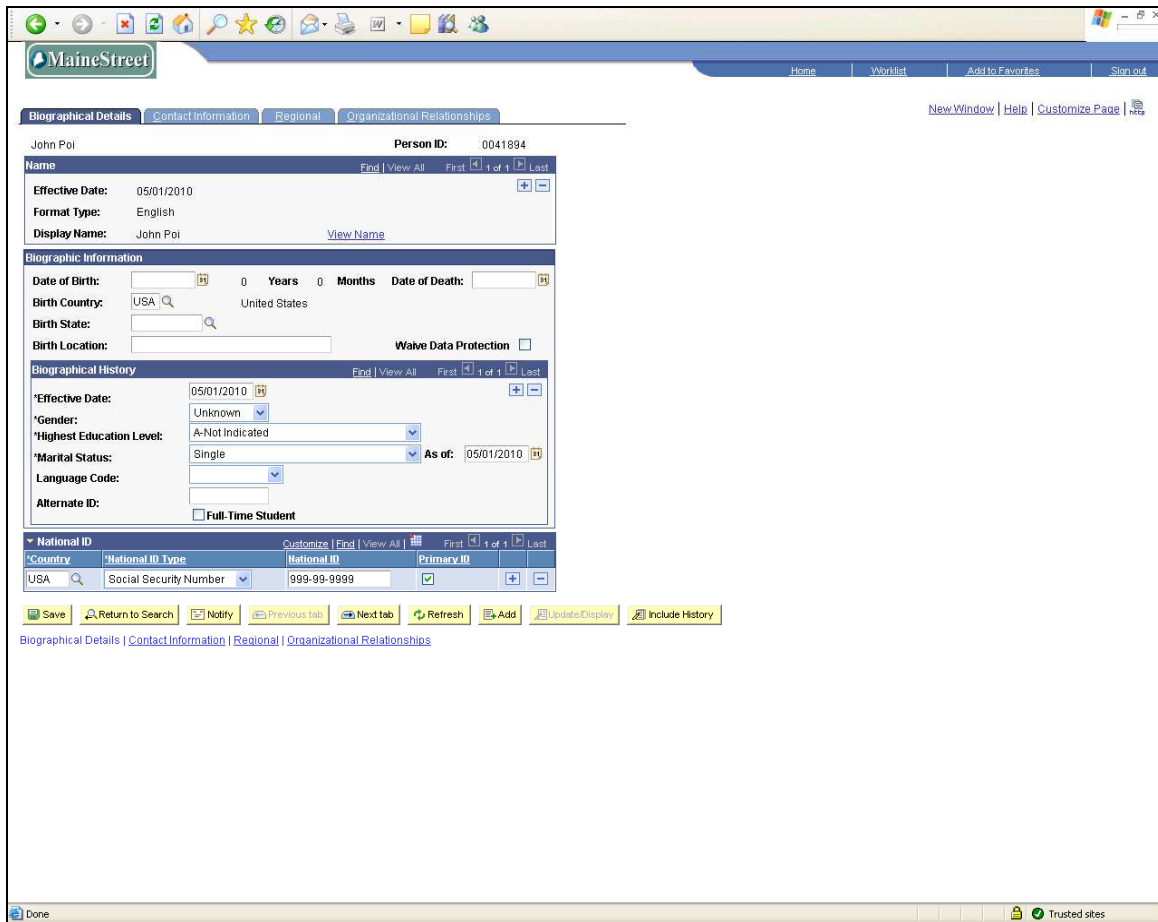
Search Results

EmpID	System Source	First Name	Last Name	Date of Birth	National ID	Address Line 1
1						

Step

Action

4. Enter the desired information into the **EmpID** field.
5. Click the **Search** button.
6. Click an entry in the **EmpID** column.



John Poi **Person ID:** 0041894

Name Find | View All First 1 of 1 Last

Effective Date: 05/01/2010

Format Type: English

Display Name: John Poi [View Name](#)

Biographic Information

Date of Birth: 0 Years 0 Months **Date of Death:**

Birth Country: USA United States

Birth State:

Birth Location: **Wave Data Protection**

Biographical History Find | View All First 1 of 1 Last

***Effective Date:** 05/01/2010

***Gender:** Unknown

***Highest Education Level:** A-Not indicated

***Marital Status:** Single **As of:** 05/01/2010

Language Code:

Alternate ID: **Full-Time Student**

National ID Customize | Find | View All First 1 of 1 Last

Country	National ID Type	National ID	Primary ID
USA	Social Security Number	999-99-9999	<input checked="" type="checkbox"/>

Save Return to Search Notify Previous tab Next tab Refresh Add Update/Display Include History

[Biographical Details](#) | [Contact Information](#) | [Regional](#) | [Organizational Relationships](#)

Step	Action
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- | | |
|----|---|
| 7. | <input type="checkbox"/> |
| 8. | From this point forward the 'Hire' process should be followed. All fields on the personal information panels should be thoroughly reviewed and updated where necessary. |
| 9. | End of Procedure. |