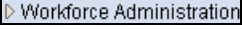
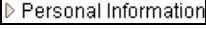
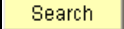




Hiring POI as EMP

1.	Click the Workforce Administration link. 
2.	Click the Personal Information link. 
3.	Click the Add a Person link.
4.	Enter the desired information into the EmplID field.
5.	Click the Search button. 
6.	Click an entry in the Emplid column. 
7.	
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.