HUMAN CAPITAL SERVICES
Template Based Hire Training for Department Liaisons

Hourly Student and Graduate Student Template Based Hire Process:

Template Based Hire (TBH) is a method of hiring hourly and graduate students more efficiently into the Human Resource Information System (HRIS). TBH is for new hires only. It is not used for rehires or concurrent hires.

By using the Template Based Hire function –

- *You will expedite the hire process*. The new hire information is entered directly into a template which is then submitted to Human Capital Services (HCS) for approval. Note – This does not mean the hire is in HRIS immediately, but it does expedite the overall process.
- *You may print the appointment form after the information has been entered into the template*. This means you will not have to re-enter the information into the appointment form -- and Human Capital Services staff will not have to re-enter the same information in HRIS. The employee data is entered one time!

How does TBH work? In the template, data fields are grouped into one entry page. The process works as follows:

1. Hiring department gathers and completes all required documents for the hire process, except for the appointment form which will be generated at the end of the template based hire.
2. Hiring department signs into HRIS and completes template.
3. Hiring department submits the template to HCS for approval.
4. Hiring department prints the appointment form from HRIS and obtains notary and appropriate signatures.
5. New hire documents are submitted to HCS via ImageNow, campus mail or drop-off delivery.
6. Documents will go into a work queue in HCS ImageNow to be worked by HCS staff (based on the order in which received).
7. HCS staff will review the documents and approve the template based hire information entered by the department.
8. The employee hire data will be saved in HRIS and an employee ID will be generated.
9. HCS staff will complete the rest of the data processing for the employee (tax data, direct deposit, etc.).

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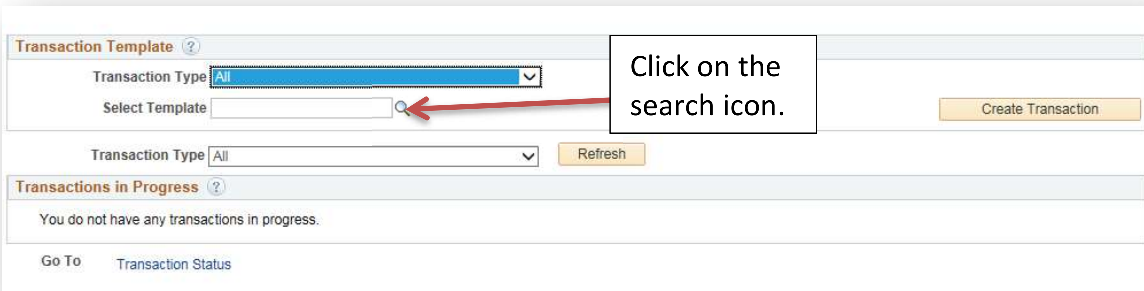
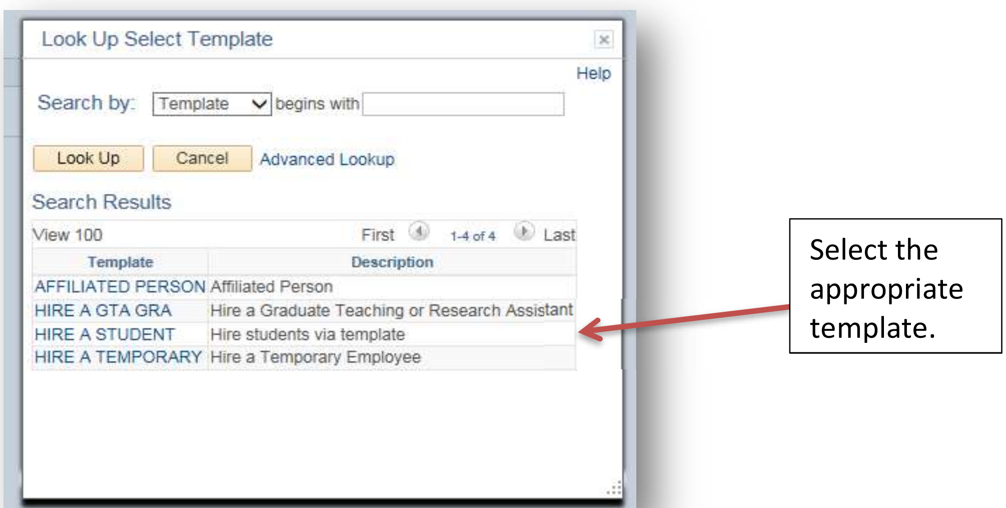
<u>Step 1: Gather all information required for the hire. (i.e., Form I-9 and supporting documents; employee's personal information such as official name, birthdate, etc.).</u>

<u>Step 2: Access HRIS/Template Based Hire</u>:

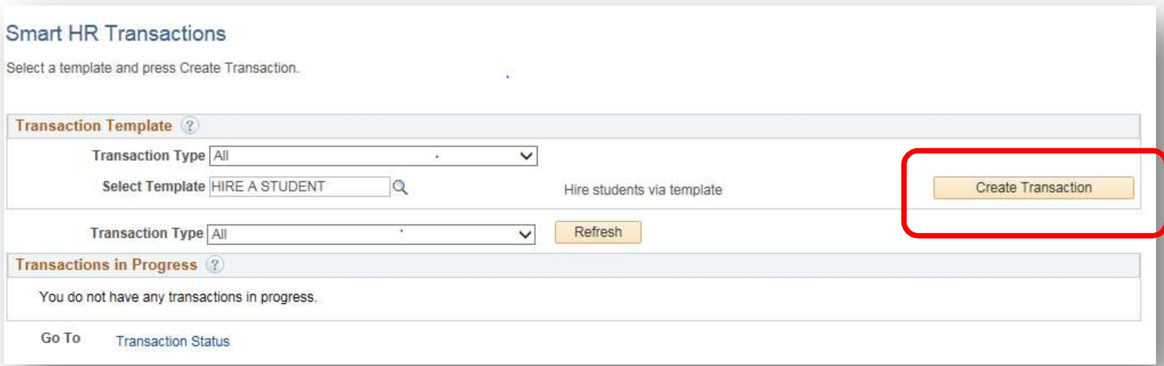
Workforce Administration – Smart HR Template – Smart HR Transactions



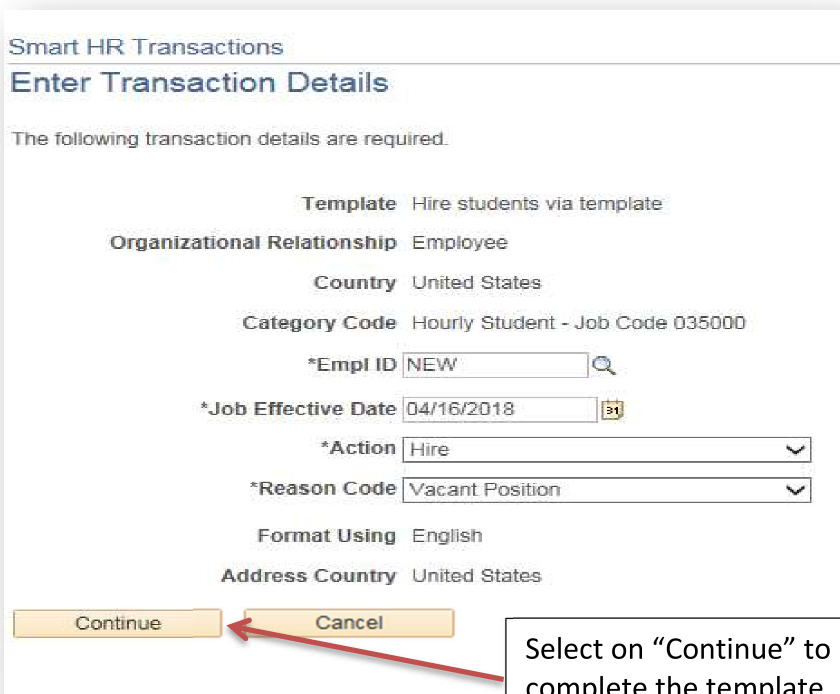
<u>Step 3: Select the appropriate template for your hire</u>:



Step 4: Click on the “Create Transaction” Button



Step 5: Complete “Enter Transaction Details”:



Select on “Continue” to complete the template.

See the next page for instructions.

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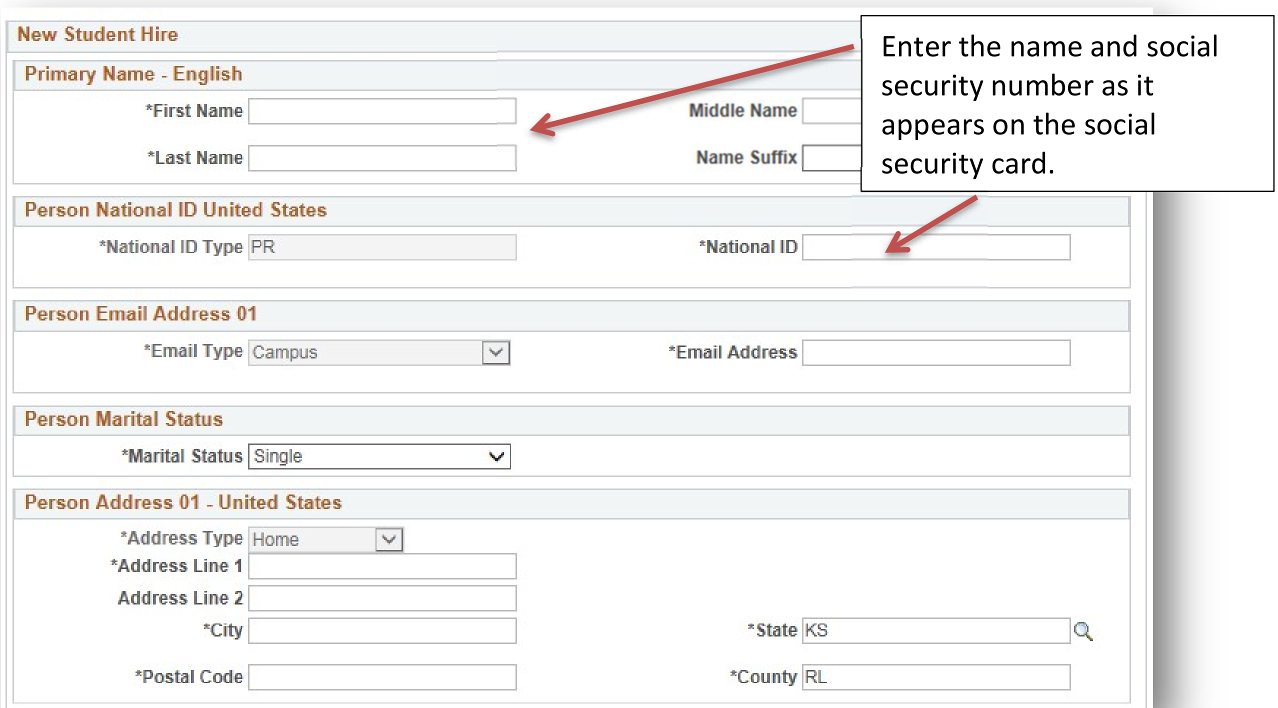
- **EmplID** – In most cases, you will leave the EmplID as NEW. If the student has an employee ID from another state agency, you should go ahead and enter it here so another ID is not generated (i.e., S0000012345).
- **Job Effective Date –** Enter the effective date of the hire transaction. (MMDDYY)
- **Action –** Default is “Hire”.
- **Reason Code –** Default is “Vacant Position”.

5. Enter Transaction Information

Begin entering the employee information. Required fields are noted with an *. Note that some fields have drop down boxes or look up functionality.



- First Name, Middle Name, Last Name - Enter the name as it appears on the social security card.
- **National ID:** Enter the social security number as it appears on the social security card.
- **Email Address:** Enter the full email (eid) including @ksu.edu or @k-state.edu.
- **Marital Status:** Select from the dropdown box.
- **Person Address:** Enter the address. Select the State and County from the look-up icon or enter the 2-letter code.

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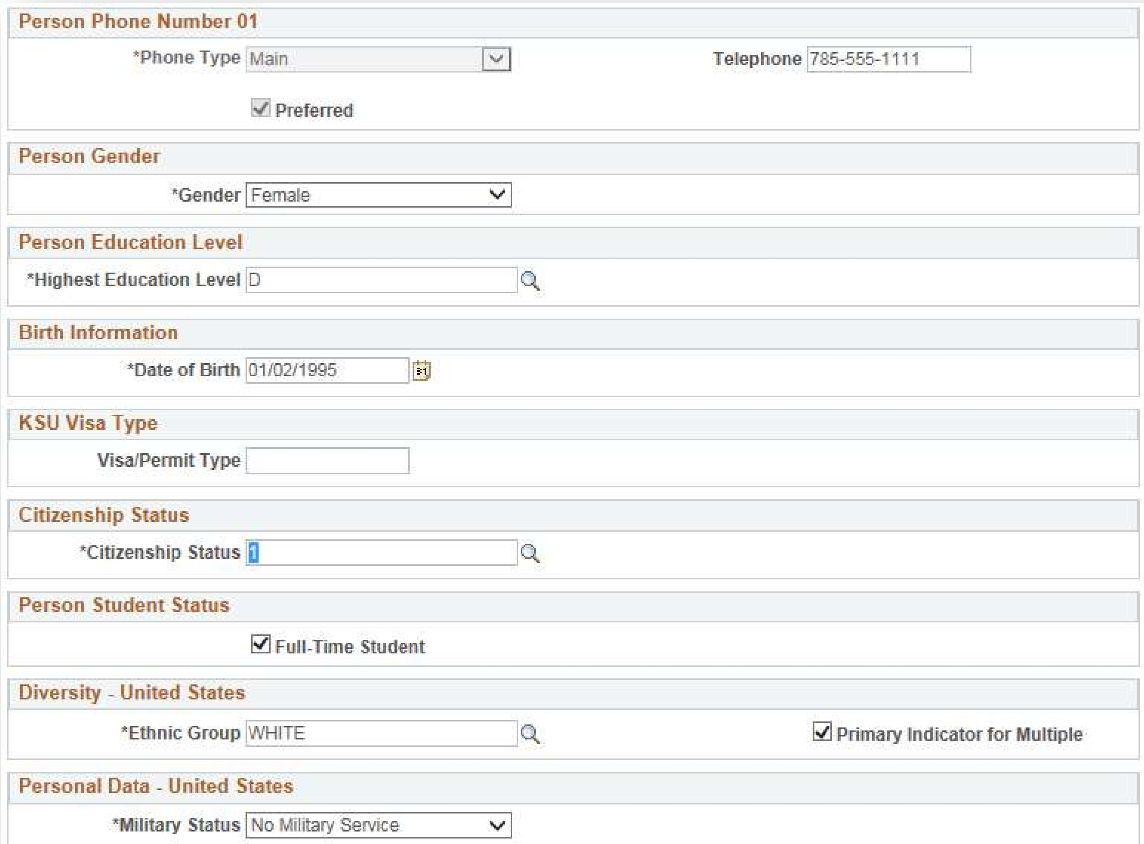

- **Phone Type:** Select the phone type from the drop down box and enter the number.
- **Gender:** Select gender from the drop down box.
- **Highest Education Level:** Select education level by searching on the looking glass.
- **Date of Birth**: Enter employee's date of birth (MMDDYY).
- **Citizenship Status**: Select the citizenship status by searching on the looking glass
- **Ethnic Group:** Select ethnic group by searching on the looking glass.
- **Military Status:** Select military status from the drop down box.

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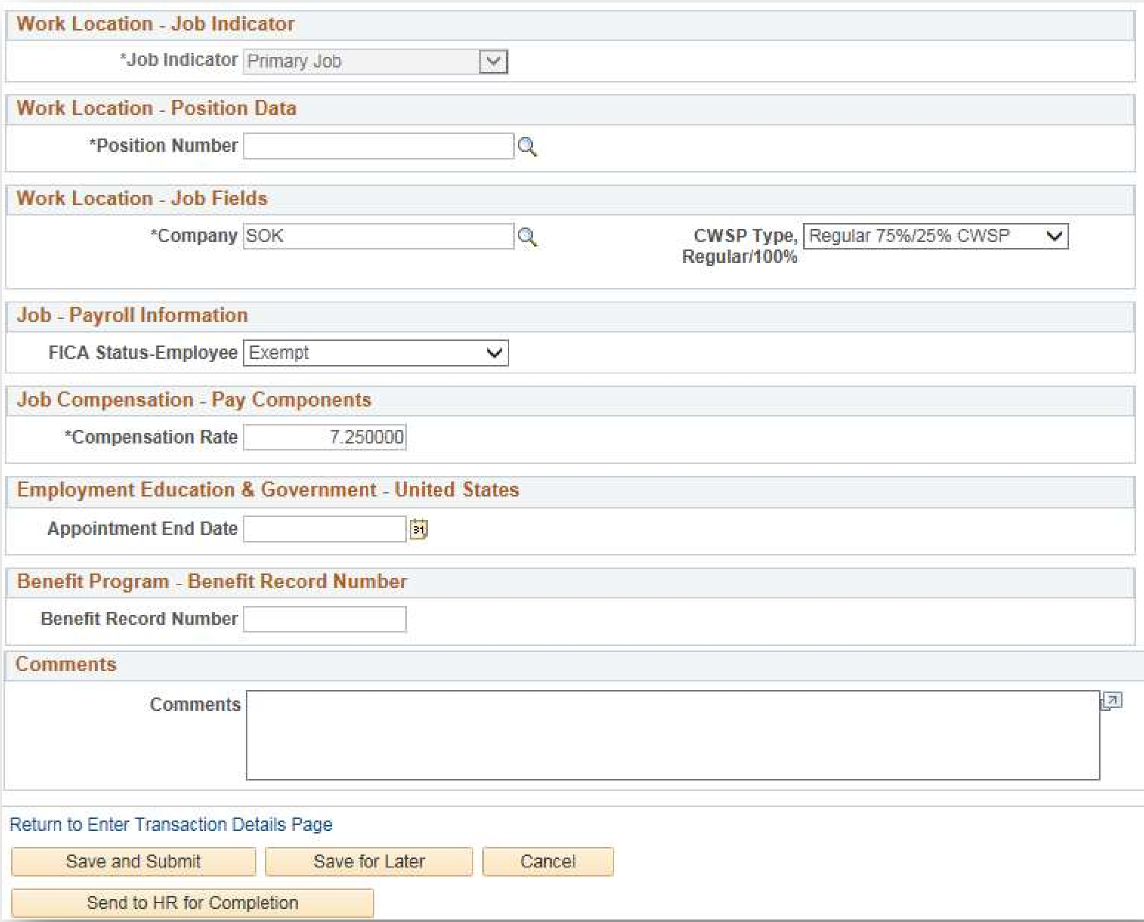
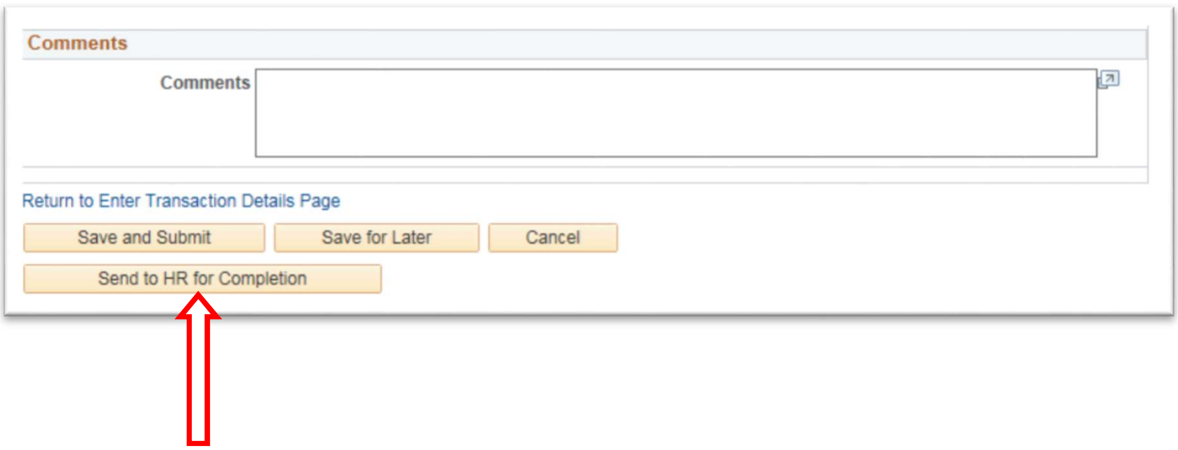


- **Job Indicator**: Defaults to Primary.
- **Position Number**: Enter the position number. The "W" must be in capital letters or you will receive an error message.
- **Company**: The default is SOK (State of Kansas). This will only change for local agencies.
- **CWSP Type (College Work Study Program):** Make the appropriate selection from the drop down box.
- **FICA Status-Employee:** Populates in HRIS. This should not be changed.
- **Compensation Rate**: Enter the rate of pay.
- **Appointment End Date**: Enter the end date, if you know it. An end date MUST be entered for graduate students; hourly students are optional.
- **Benefit Record Number**: Enter "0".

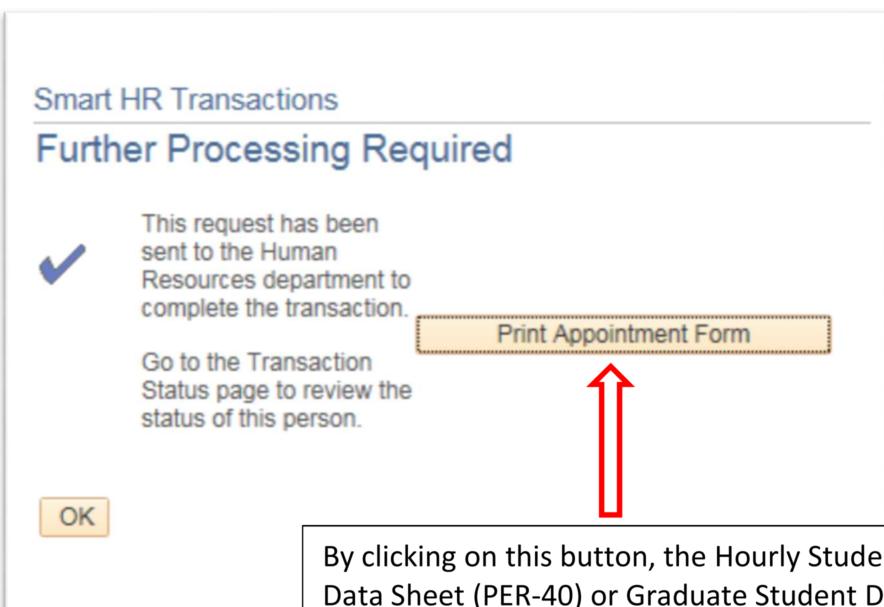
After you have completed the template, you are ready to submit to Human Capital Services for final approval.

Step 7: Send to HR for Completion



To submit to HCS, you will click on the "Send to HR for Completion" button. Be cautious when submitting this. You do not want to click on "Save and Submit". This will send the transaction directly to HRIS and jeopardize the hire process.

Step 7: Print the Appointment Form



By clicking on this button, the Hourly Student Data Sheet (PER-40) or Graduate Student Data Sheet (PER-41) will be created for you to print.

Step 8: Obtain Signatures and Supporting Documents

The employee oath must be completed and appropriate signatures obtained after the form is printed. Once this is done, you will either scan the documents for imaging or submit the paper documents to Human Capital Services. HCS staff will review the documents for accuracy. When the review is complete, the hire is approved in HRIS. The department HR liaison and the employee will both receive the automated welcome email with the employee ID listed. The template based hire process is then complete!

Contact Human Capital Services Resource Center & Operations staff with questions regarding the hire process in HRIS at (785)532-1888.