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Overview
This business process guide demonstrates how to prepare a job applicant for hire for Staff and MPP positions. This process is used after the applicant has accepted the job offer and the hiring department sends the electronic Staff Appointment Form (eSAF) to the Human Resources (HR) office. This process adds the selected applicant from Recruiting module to the Workforce Administration module using the Manage Hires functionality.

After HR adds the selected applicant into Workforce Administration, the Payroll office creates the Job Data for that applicant using the Manage Hires functionality. When Payroll hires the applicant, the Job Opening is automatically closed in the Recruiting module.
Notice about the new version of PeopleSoft
All page shots used in this guide are from the previous version of PeopleSoft (HCM 8.9). Please be advised that from the fourth week of February 2012, we are using the new version of PeopleSoft (HCM 9.0) and you may experience a difference in the way the new pages look and feel.

In the new version of PeopleSoft (HCM 9.0), the format of how the Main Menu expands has changed, but the actual navigation path and functionality has not changed. See the sample page shot.

Other minor changes include the following:

- Improved color scheme
- New look for Processing and Save indicators
- Pop-up Search Window and Edit Boxes
- Number of Search Results Option
- Type Ahead Matching
Accept Job Offer
This section demonstrates how to change the applicant’s disposition status when he/she accepts the job offer.

Navigate to Recruiting > Find Job Openings

11. Enter the **Job Opening ID**

12. Click the **Search** button

13. Click the **hyperlink** for the Job Opening

The Manage Applicants page displays.

5. Click the **check box** next to the name of the selected applicant

6. Select the **Prepare Job Offer** option from the **Take Action** drop-down menu
The Prepare Job Offer page displays.

7. Select the **Accept** option from the Status drop-down menu

14. Select **Base Salary** option from the Job Offer Component drop-down menu

15. Enter the **Offer Amount**

16. Click the **Submit** button
The Disposition Details page displays.

17. Click the Applicant Name hyperlink

The Manage Applicant page displays.

Note: The disposition status for this applicant now shows as Offer Accepted.

18. Click the Job Opening hyperlink

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**Disposition Details: Offer**

- **Applicant Name:** Jessica Schimmel<br>**ID:** 34016<br>**Posting Title:** Administrative Support Coordinator II<br>**Job Opening ID:** 3229<br>**Job Opening Status:** 010 Open<br>**Job Title:** Admin Support Coord 12 Mo<br>**Position Number:** 00000320 Admin Support Coord 12 Mo<br>**Business Unit:** HW001 Cal State East Bay<br>**Job Family:** ADMIN Administrative Support

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**Manage Applicant: Jessica Schimmel**

- **Name:** Jessica Schimmel<br>**Applicant Type:** Non-Employee<br>**ID:** 34016<br>**Status:** 010 Active<br>**Address:** Hayward

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**Applicant Activity**

<table>
<thead>
<tr>
<th>Applicant Activity</th>
<th>Contact Notes</th>
<th>Applicant Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Status</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interview Schedule/Evaluation</td>
<td></td>
<td>Expenses</td>
</tr>
</tbody>
</table>

**Job Opening**

- **Administrative Support Coordinator II - 3229**
  - **Disposition:** 071 Offer Accepted
  - **Last Updated:** 03/11/2011 11:57AM
  - **Take Action:** Select Action...
The Manage Applicants page displays.

Note: All other applicants’ disposition status now shows Reject. Only the selected applicant who accepted the Job Offer shows as Accepted.
Prepare for Hire

This section demonstrates how to prepare the selected applicant for hire. The applicant must have accepted the job offer before he/she can be prepared for hire and HR must have received the eSAF from the hiring department.

The Manage Applicants page displays.

8. Click the check box next to the name of the selected applicant who has accepted the job offer.

9. Select the Prepare for Hire option from the Take Action drop-down menu.
The Prepare For Hire page displays.

10. **Start Date:** Enter the job start date

10. **Type of Hire:** Select from the drop-down menu

*Note: Depending on the applicant’s job history with CSUEB, the available options may include Add Contingent Worker, Hire, Rehire, or Transfer.*

11. Click the **Verify Employee ID** hyperlink

*Note: If you find information that matches the applicant, click the appropriate **Carry ID** button. Then, click the **Return** button.*

If you do not find any information that matches the applicant, click the **Return** button.

12. Open two other windows to do a **CSU ID Search** and **Search/Match** on person data to check if there is duplicate data for this applicant or not. Search by social security number as well as name.

*Note: To prevent duplicate EmplID creation, it is important to make sure that the applicant does not have any duplicate data before adding him/her to the Workforce Administration module.*

13. Enter **Comments**, if any

14. Click the **Save & Submit Request to HR** button
The Prepare For Hire page displays showing the successful submit message.

Manage Applicant
Prepare For Hire
Jessica Schimmels

To initiate a hire, rehire, transfer, additional job assignment, or to add a contingent worker assignment, click Save and Submit Request to HR.

You have successfully submitted this request.

All the Job Openings are filled for this Job Requisition. You may want to remove the related Job Postings.

Prepare For Hire

<table>
<thead>
<tr>
<th>Application Status:</th>
<th>080 Ready to Hire</th>
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</thead>
<tbody>
<tr>
<td>Status Last Updated:</td>
<td>09/012/2011</td>
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<tr>
<td>Job Opening:</td>
<td>3229</td>
</tr>
<tr>
<td>Job Opening Type:</td>
<td>Administrative Support Coordinator II</td>
</tr>
<tr>
<td>Position:</td>
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<tr>
<td></td>
<td>Admin Support Coord 12 Mo</td>
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<tr>
<td>Job Code:</td>
<td>1035</td>
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<td></td>
<td>Admin Support Coord 12 Mo</td>
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<tr>
<td>Business Unit:</td>
<td>HW001</td>
</tr>
<tr>
<td></td>
<td>Cal State East Bay</td>
</tr>
</tbody>
</table>
Manage Hires (add person)
This section demonstrates how to add the selected applicant from Recruiting module to Workforce Administration module using the Manage Hires functionality. The applicant must be prepared for hire before he/she can appear on the Manage Hires page. During this process an Employee ID can be generated for the applicant if he/she is brand new. If the applicant has an Employee ID due to his/her historical data in the system, then this process can be used to update his/her personal information in Workforce Administration module.

Navigate to Workforce Administration > Personal Information > Organizational Relationships > Manage Hires

1. Enter the Start Date From and To and click the Refresh button

Note: The Manage Hire Results will display all applicants who are prepared (ready) for hire along with their Desired Start Date, Type of Hire, EmplID, and Recruiter Name.

2. Click on the applicant you wish to process

Note: In this example, Jessica Schimmels will be processed and she already has an EmplID due to her historical data.
The Manage Hires Detail page displays.

Note: If an EmplID does not exist for an applicant, open two other windows to do a CSU ID Search and Search/Match on person data to check if there is duplicate data for this applicant or not. Search by social security number as well as name.

To prevent duplicate EmplID creation, it is important to make sure that the applicant does not have any duplicate data before adding him/her to the Workforce Administration module.

15. In this example, the applicant already has an EmplID due to historical data. Click the Add Person button to pull the personal information of this applicant from Recruiting module to Workforce Administration module.

Note: If you entered an EmplID for the applicant based on historical data, you will get a message to confirm if you want to use this same EmplID.

3. Click the OK button.

The EmplID you have entered already exists. Are you sure you want to use this EmplID? (18032.1559)

OK Cancel
The Biographical Details page displays (this is in the Workforce Administration module)

Note: The Effective Date will automatically populate, do not change it.

4. Enter the Social Security Number from the eSAF

5. Enter other Biographical data, as applicable

Note: Biographical data will auto populate based on the applicant’s data from the Recruiting module

6. Click the Contact Information tab

The Contact Information page displays.

Note: The contact information will auto populate based on the applicant’s data from the Recruiting module

7. Add or edit Address, Phone number and Email, as applicable

8. Click the Regional tab
The Regional page displays.

1. Verify the Ethnic Group information that auto populated from the Recruiting module

2. Click the Save button

Note: An EmplID will get generated if this is a brand new person being added to Workforce Administration module. In this example, the EmplID already existed due to historical data.

Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).