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Hiring a New Employee

If a new employee was hired through the Talent Management System (TMS) or already has been employed at CSU, they should already exist in the HR system. Before entering a new employee in the HR system, please ensure that the individual is not already in the system by using the **CSU New Concurrent Asg/Re-Hire** form as described below. The **CSU New Concurrent Asg/Re-Hire** form will allow you to search the HR system database to verify the employee is not working for another department or a previous employee of another department.

From the Navigator menu, open **CSU New Concurrent Asg/Re-Hire**.

1. **STEP 1 Fill in the Effective Date**
   - Effective Date: 

2. **STEP 2 Enter SSN or CSU ID and search for the person**
   - SSN: or CSU ID: 
   - Employee No.: 
   - Date of Birth: 
   - Full Name: 
   - Search for person

3. **STEP 3 Enter Assignment Info. and press the Create button**
   - Employee Group: 
   - Payroll: 
   - Pay Basis: 
   - Summer Session

Enter the hire date in the **Effective Date** field in the date format of dd-mmm-yyyy (01-Jan-2020).

Enter the new hire SSN in the **SSN** field. The dashes need to be entered when entering the SSN. Press ‘Tab’ or click on the ‘Search for person’ button.

If the new hire’s name appears in the **Full Name** field under **STEP 2**, please turn to the **Completing Assignment Information User Guide** for instructions on creating a new concurrent assignment.

The following message will display (“This person already exists...”) if the person is a beneficiary of another employee. Click ‘OK’, close the **CSU New Concurrent Asg/Re-Hire** form and email the following information to **hr_is@mail.colostate.edu**.
Hiring a New Employee
User Guide

- Full name
- Date of birth
- Hire date
- Last 4 digits of the SSN *(NEVER include an entire SSN in an email)*

If the following message appears ("Person is not an employee..."), click ‘Cancel’ and close the **CSU New Concurrent Asg/Re-Hire** form and return to the Navigator main menu. Select **CSU Maintain Person** to enter your new employee.

When the **Decision** window asks if you want to change the effective date, click ‘Yes’. Enter the new hire’s start date and click ‘OK’. The new hire start date entered in Oracle needs to match the hire date in the I-9 Equifax system.
When the **Find Person** window opens, click ‘New’

![Find Person window](image)

**Completing the CSU Departmental Person/Assignment Form**

![CSU Departmental Person/Assignment Form](image)

Enter the **Last**, **First**, and **Middle** name fields as they appear on the Social Security Card. If applicable, add the Suffix with the Last name such as ‘Williams III’. Do not include punctuation when entering the Suffix or middle initial.
If you receive the following message (“You’ve entered a new employee who may already exist...”) when saving the new hire record, STOP! Click ‘OK’ and close the Departmental Person/Assignment Form. Email the following information to hr_is@mail.colostate.edu

- Full name
- Date of birth
- Last 4 digits of the SSN (NEVER include an entire SSN in an email)
- Hire date

The Potential Duplicate People window will appear – click ‘Cancel’ and close the Department Person/Assignment Form.

The Note regarding the possible duplicate message will display again. Click ‘OK’.

When you receive the message below asking if you want to save the changes – click ‘No’
In the **Gender** field, type ‘M’ or ‘F’ and press ‘Tab’ or click the ‘down arrow’ button to select the correct value from the List of Values (LOV).

In the **Action** field, select **Create Employment** from the LOV then select **Employee**.

Enter the SSN in the **Social Security** field. (Include dashes when entering the SSN)

The message below indicates that the SSN you entered already exists in the HR system.

![Error message]  
This Social Security already exists.

If you receive the message “This Social Security already exists”, click ‘OK’ and close the **Departmental Person/Assignment Form**. Email the following information to hr_is@mail.colostate.edu

- Full name
- Date of birth
- Hire date
- Last 4 digits of the SSN *(NEVER include an entire SSN in an email)*

**Completing the Tabs**
The tabs across the middle of the **Departmental Person/Assignment Form** contain additional information that can be entered by clicking on each tab.

![Tabs](image)

**Personal tab**

Enter the **Birth Date** using the standard HR date format: dd-mmm-yyyy (01-Jan-2020).
The **Status** field (Marital Status) can be updated by the employee through Employee Self-Service or you can select the **Status** from the LOV.

**Birth** information (**Town, Region, Country**) and **Nationality** are optional.

**Registered Disabled** information is updated by the employee through the Employee Self-Identification Form on the Office of Equal Opportunity (OEO) website. This information should not be entered by the department.

### Employment tab

![Employment tab](image)

The **I-9 Status** and **New Hire** fields automatically populate. Do not alter these fields.

HR Records and the Office of Financial Aid Payroll (OFAPay) will update the **I-9 Expiration** date if needed.

**Vets 100A** information is updated by the employee through the Employee Self-Identification form on the Office of Equal Opportunity website. This information should not be entered by the department.

### Office Details tab

![Office Details tab](image)

Enter the office room number in the **Office** field – only 6 digits will be displayed in the Online Directory and the Outlook Address Book.
The **Location** is the CSU Building ID that can be found on [Facilities Management](#) webpage.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Building Name</th>
<th>Building Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Any -</td>
<td>Howes Street Business Center</td>
<td>- Any -</td>
</tr>
</tbody>
</table>

**Building Name: Howes Street Business Center**

Official Building Number: 0926  
Campus: MAIN CAMPUS  
Address:  
555 S. HOWES ST.  
FORT COLLINS, CO 80523

**Incorrect**

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Mailstop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions</td>
<td>Ammons</td>
<td>1062</td>
</tr>
</tbody>
</table>

**Correct**

<table>
<thead>
<tr>
<th>Office</th>
<th>Location</th>
<th>Mailstop</th>
</tr>
</thead>
<tbody>
<tr>
<td>210</td>
<td>0926</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The **Incorrect** Office and Location examples shown above will appear as Admiss for the Office and the Location will appear as a blank in the Online Directory and Outlook Address Book. The **Correct** Office and Location examples shown above will appear as 210 Howes Street Business Center in the Online Directory and the Outlook Address Book.

The **Email** field will be updated with the CSU email address from the eID system. Personal email addresses should not be entered in this field.

Use the **Mail Option** on **Special Information -> Directory Information** to identify an alternate Campus Delivery code if campus mail should be sent to a campus mail number other than the department mail number.
The Further Name tab identifies the Preferred First Name and Preferred Last Name.

The Preferred First Name will be populated from the eID system.

Employees can identify a Preferred First Name by logging into the eID system at https://eid.colostate.edu and selecting the Modify Your eID link and then selecting Change Preferred First Name.

Preferred Last Name is updated by HRIS and can be updated by the employee in Employee Self-Service under Personal Information.

Employees can email hr.is@mail.colostate.edu to request a Preferred Last Name. Typically this occurs when someone has a hyphenated last name and only wants one of the last names displayed in the Online Directory and Outlook Address Book.
Address Information

Oracle does not allow the entry of foreign addresses. If the employee has moved out of the United States and wishes to provide a foreign address for W-2 mailing purposes, please contact HR Payroll at hr_payroll@mail.colostate.edu.

From the **Departmental Person/Assignment Form**, click the ‘Address’ button. Enter the employee’s current mailing **Address** and **Zip Code**. The remaining required fields will be populated when you save the address record.

You may receive a pop-up requesting that you select the proper City and County if the Zip Code crosses multiple cities or counties. Select the correct City and County from the list provided and click ‘OK’.
**NOTE:** The **Effective Dates From** date of the initial address for a new employee needs to match the **Effective Date** on the **Departmental Person/Assignment Form**.

Click ‘Save’ and close the **Address** form.

**Updating an Address**

Employees can update their address through Employee Self-Service.

Alternatively, you can update address information on employee’s behalf. To update an address for an employee, you would select **Maintain Person** from the Navigator menu and then click the ‘Address’ button on the **Departmental Person/Assignment Form**.

- Click the **Green +** icon to create a new address record
- Enter the address following the instructions for **Address Information**
- Click the **Primary** check box on the new address
- **BEFORE** saving the new address, press the ‘Page Up’ button to open the previous address
- Enter the **To** date as one day prior to the **Effective Dates From** on the new record
- Click ‘Save’ to save both address records

If the new address has an **Effective Dates From** of 6-JUL-2020 then the **To** date on the previous address should be 5-JUL-2020.

Address records cannot overlap and cannot have a gap between the **To** date on the previous address record and the **From** date of the new address.

**Telephone Information**

Employees can update their telephone information through Employee Self-Service.

Alternatively, you can update telephone information on employee’s behalf. **From the Departmental Person/Assignment Form**, click the ‘Phones’ Button.

In the **Type** field, enter ‘Home’ or select a value from the LOV.

In the **Phone Number** field, enter the telephone number including area code. Telephone numbers must be entered in the format: (999) 999-9999

The **From** field defaults to the DateTrack date. You may change this date, if necessary.

Down-arrow to the next line. In the **Type** field, enter ‘Work’ or select a value from the LOV, and enter the **Phone Number** and **From** fields as above.

Click ‘Save’ and close the **Phone Numbers** form.
Extra Information
US Federal Ethnicity and Race Category information is updated by the employee through the Employee Self-Identification Form on the Office of Equal Opportunity website. This information should not be entered by the department.
NOTE: Hiring a New Student Employee
A student can be hired as an employee during the semester in which they are enrolled or one semester prior to being enrolled. If the student is enrolled for the Fall term, they can be hired as a new student employee during the Fall term or during the Summer term prior to their Fall enrollment.

The student CSU ID number needs to be entered in the Banner CSU ID field in the ‘Beer Mug’ fields on the Departmental Person/Assignment Form to verify the student enrollment.

The field next to the Latest Start Date on the Departmental Person/Assignment Form is the ‘Beer Mug’ field.

Click on the ‘Beer Mug’ field to open the Additional Personal Details form.

Enter the student CSU ID number in the Banner CSU ID field, click ‘Save’ and close the Additional Personal Details form.
Special Information

From the Departmental Person/Assignment Form, click the ‘Special Info’ button to display the Special Information form.

To update one of the Special Information categories, scroll down, if necessary and click once in the Name field to select the Special Information category.

In the lower half of the form, click in the Detail field and either press ‘CTRL+L’ or click the LOV [...] button to open the flex fields for the specific category.

Once you have added the information, click ‘OK’ and then click ‘Save’.

Special Information categories

Additional Supervisor – The Additional Supervisor can approve time and leave entries in TimeClock Plus in addition to the supervisor listed on the assignment.

Enter the supervisor last name in the Supervisor field and press ‘Tab’ or click the LOV to select an additional supervisor. The Emp Assignment field needs to contain the assignment number for which this additional supervisor can approve entries for in TimeClock Plus. If the additional supervisor needs to approve entries for assignment number 123456-5, you need to enter 123456-5 in the Emp Assignment field.
**Awards and Honors** – Free form fields identifying **Award Type**, **Award Description**, **Awarded by**, and **Date**.

**Directory Information** – Information entered here is used to populate the online directory and the Outlook Address Book. All faculty, administrative professional, state classified, and other salaried employees are included in the directory automatically.

Enter the employee’s start date or the effective date of the information change in the **Start Date** field. When updating information, enter a date in the **End Date** of the original entry and create a new entry with a new **Start Date**. Make sure that only one entry includes a **Start Date** and no **End Date**. Two entries with no **End Dates** can create duplicate mailings for employees.

![Details](image)

Click the **Detail** field and press ‘CTRL-L’ or click the LOV [...] button to open the **Directory Information** form.

![Directory Information Form](image)

All fields are optional. The default values are shown above.

**Additional Work Title** – The Additional Work Title is updated from the Talent Management System (TMS) for new hires and new assignments and can be changed by the department HR.
representative. This is particularly relevant for employees with multiple assignments. If an Additional Work Title is not listed under Directory Information, the job class of the primary assignment will display in the Online Directory and Outlook Address Book.

**Additional Dept Number and Additional Dept Name** – If the employee works closely with another department on campus, you can select the department number from the LOV and enter the department name. The default department number and name reflect those of the employee’s primary assignment.

**Additional Bldg Name, Additional Office Phone, and Additional Room Num** – If the employee has a second office, enter the building name, phone number and office number here. The employee’s default office building name and room number come from the Departmental Person/Assignment Form -> Office Details tab. The primary phone number comes from the Departmental Person/Assignment Form -> Phones form.

**Mail Option** – The campus delivery location defaults to the employee’s primary assignment department campus delivery location. If the employee’s mail should be delivered to a different campus delivery location, please choose a value from the LOV.

**Dean, Directors, Department Head, Department Secretary** – If any of these fields are set to ‘Yes’, the employee will be included in the DDD listserv and receive email notifications relevant to that group.

**Include Assoc/Retiree in Directory** – Enter ‘Yes’ in this field to display the Associate in the Outlook Address Book under their first.last@colostate.edu email address. A ‘No’ in this field will display the Associate under their eName in the Outlook Address Book and you will not be able to search for them by the last name in the Outlook Address Book.

**Education** – Enter all of an employee’s degrees – not just the most advanced degree. To add a new education record, click in the next empty Detail field on the Special Information form. Only one should be marked as terminal (if it truly is terminal – the highest attainable degree in that field of study) as that education record will be used in studies by Institutional Research.
Enter information using the following formats:

- **Degree** – free form text (i.e., M. Science, B. Arts)
- **Degree Level** – LOV available (Certification, Graduate, Under Graduate)
- **Degree Category** – LOV available (Associates, Bachelors, Doctorate, Masters, Professional)
- **Year Earned** – yyyy
- **Major CIP Code** – LOV available
- **Major Description** – free form text
- **Minor CIP Code** – (if applicable) LOV available
- **Minor Description** – (if applicable) free form text
- **Terminal Degree Flag** – Yes or No (is the degree considered ‘terminal’ or the highest attainable degree in this field?)
- **Institutional Name** – free form text
- **Institution FICE Code** – LOV available
- **Years in rank before CSU** – (i.e., 10)
- **Years of tenure-track credit** – (i.e., 5)
Emergency Contact Information - The Name and Relationship fields are required and are free form text fields. The Name can be entered as First Name Last Name such as Mary Jones.

Employee Leave Balances – Updated at the start of each fiscal year.

I-9 User Roles – Identifies the department(s) the employee has access to in Equifax. Updated by HRIS via the HR System Access Request Form.

Languages – Selecting ‘Spanish’ from the LOV will change the default language for the employee in TimeClock Plus.

Licenses and Organizations – Identifies type of license, date issued, date expired and license number.

Salary Authority Dept – This field is used to indicate the department responsible for determining the employee’s annual salary increase.

Tenure Information (Faculty) – Updated by HR Records

TimeClock Plus HR Dept Role – Identifies the department(s) that employee has department access to in TimeClock Plus. Updated by HRIS via the HR System Access Request Form. Requires a Vice President and/or Provost signature.

Once you have entered the employee information on the CSU Departmental Person/Assignment Form, you can proceed to the Completing Assignment Information User Guide. The Completing Assignment Information User Guide will provide information on entering an assignment for a New Hire and creating a New Concurrent Assignment.