

HR Action -Hiring an Employee

To hire a new applicant using an HR Action get started here:

Menu > Team > HR> HR Actions > Hire Employee

Make sure you are in the Available tab within HR Actions.

Complete the Form Online

1. Click Start in the right hand corner
2. Choose your applicant
3. Select the job application
4. Enter the effective date
 - a. Effective date is the date you want to make the change
5. Click Continue
6. Complete the following sections
 - a. Employee Information
 - b. Job & Pay Information
 - c. Manager(s)
 - d. Profiles
7. Click Submit to send the action to HR

Submit HR action request?

You are about to submit HR action request.

Cancel

Submit

8. Click to Submitted to ensure your new employee appears
9. Your new hire has now been submitted to HR.