HR 102: Setting Up an Employee Quick Sheet

Phase 1: Position and Budget Set Up

Employee Type	Department	HR
Monthly Jobs	1. Check **NBIPORG** for list of all positions 2. Submit Position Request / Change form to HR Compensation team (*HRComp-group@pcc.edu*) for: • *New position* • *Changing or reactivating existing position*	3. Enters Position information into **NBAPOSN** 4. Budget or Contracts/Grants associates position to a budget in **NBAPBUD** and activates Position in **NBAPOSN**
Bi-Weekly Jobs	1. Position number should already exist. Check **NBIPORG** for list of all positions 2. If no position number exists, discuss new pooled position with HR Compensation team	3. Enters Position information into **NBAPOSN** 4. Budget or Contracts/Grants associates position to a budget in **NBAPBUD** and activates Position in **NBAPOSN**

Phase 2: the Hire

Employee Type	Department	HR
Monthly Jobs	1. Work with Recruitment to manage pre-hire process 3. Submit I-9 and other hiring paperwork to HRIS (*HRIS-group@pcc.edu*)	2. Runs Criminal Background Check and notifies department upon completion
Bi-Weekly Jobs	No recruitment required 1. Request Criminal Background Check for **part-time instructors** and **casual employees** working with cash, keys or kids (pccjobs@pcc.edu) 3. Submit I-9 and other hiring paperwork to HRIS (*HRIS-group@pcc.edu*)	2. Runs applicable Criminal Background Check and notifies department upon completion

Phase 3: Person Record and Employee Record

Employee Type	Department	HR
Monthly Jobs	N/A	1. Creates G Number & Person Record (if none exists) in **PPAIDEN** 2. Creates Employee Record in **PEAEMPL**
Bi-Weekly Jobs	1. Check for existing G Number and Person Record 2. If none exists, create G Number & Person Record in **PPAIDEN** 3. Check employee status in **PEAEMPL**. If status is not active, submit EMPL EPAF. 4. *For new part-time instructors*: Create Instructor Record in **SIAINST**	5. Approves EMPL EPAF 6. Creates/reactivates Employee Status in **PEAEMPL**

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Phase 4: Authorization (Enabling Employee Pay)[1]

Employee Type	Department	HR
Monthly Jobs	Fill out **JAF-M** for[2]: • *Temporary positions* • *Work out-of-class* • *Alterations to a filled position (with PR/C)*	*For newly recruited positions*: Fills out **JAF-M**
Bi-Weekly Jobs	For Casuals: Submit **Casual EPAF** For Students (Non Work-Study): Submit **Student EPAF** For Part-Time Instructors instruction: Submit **NWRINAS** to HRIS (*HRIS-group@pcc.edu*) *For Non-Instructional work: Submit **EPAF** or **MAP** to HRIS (*HRIS-group@pcc.edu*)	N/A

Phase 5: HR Last Steps

Employee Type	Department	HR
Monthly Jobs	N/A	1. Assigns Suffix Number 00 to Job 2. Enters Job information into **NBAJOBS** 3. Sets up Employee's Web Timesheet
Bi-Weekly Jobs	N/A	1. Assigns or Verifies (via EPAF) Suffix Number 2. Enters Job information into **NBAJOBS** 3. Sets up Employee to be paid (via Timesheet or other)[1]

[1] For more information on Authorization and submitting timesheets, see Authorization and Timesheet Quick Sheet
[2] For more information on JAF-M forms, see the JAF-M Process Guide or JAF-M Quick Sheet