New Hires

1. Job Data Hire Form (JDH)

Please follow these line-by-line directions when filling out the Hire form. All Pink or Gray areas are for Payroll use only.

- Make sure to check which type of employee you are hiring. Please be sure that you are clear about whether the employee is work-study, institutional, or temp staff before marking a box.

Employee Types:

- **Faculty**-Teaching and learning staff members and coaches
- **Staff**-A person employed primarily for work other than teaching, research, or holding a position the institution's president has excluded from the broad banding system by designation.
- **Temp Staff**-A person employed in a position of intermittent or limited duration not to exceed one year, a seasonal position, or in a position working less that 20 hours per week. Not including work-study or institutional students.
- **Student**-College work-study or institutional employment student at UND.
- **GTA/GRA/GSA**-Students accepted in the Graduate Program employed as part of a degree program. Graduate students **cannot** hold a position or positions that exceed 20 hours a week. They may have two quarter time positions or one half time position. Hiring department may want to contact payroll to inquire if the employee has any other active positions before hiring.

Work Location:

- **Emplid#**-Be sure to enter the emplid#. This is always a 7 digit number that usually starts with a zero; you do not need to enter the W.
- **Effective** Date-Enter the effective date (date of Hire). Please be sure to double check for any hours they may have worked prior to the Hire form being filled out so the correct hire date is used. We have difficulty entering timecards when they have worked an earlier date, than what was entered on the Hire.
- **Position #**-Enter Position #, and name of employee. Please be sure that first and last name are spelled correctly. Ex: mcwilliams should be McWilliams. Spell it as the employee does for their signature.

- **Campus Address**-Enter the hiring departments address.
  Campus Addr 1: Name of department
  Campus Addr 2 : Building name and room number
  Campus Addr 3: Physical address along with stop number (please enter as you want it to show on the personal data screen), and the rest is self explanatory. Please make sure to include the stop number in the zip code box as well.
- **Supervisor's Name/Position #**-Please enter supervisor's name and their **position** number, **not** their emplid #.
- **Main Office #/Personal** Extension-Always enter a main office number and if the employee will have a personal extension or a number that they will be able to be reached at, enter that in the personal extension box.

Job Information:

- **Job Code**-Job Code is linked to the position number. It is a six digit number. Can find this in Peoplesoft under **Organizational Development>Position Management>Positions/Budgets>Add/Update Position Info.**
- **Job Family Title**-Is what the description of the job is. Can find this in Peoplesoft under **Organizational Development>Position Management>Positions/Budgets>Add/Update Position Info.** Use the information in the Title box.
- **Reg/Temp**-Please check whether Regular if benefited or Temporary if non-benefited
- **Full Time/Part Time**-Full time (40 hours wk) or part time (less than 40 wk)
- **Hours Worked Per Week**-Make sure to enter the number of hours expected to be worked per week.
- **Check Distr Dept ID**-Check distribution number is where the employee wants the check to be sent to. They must be physically working in that department.
- **Workstudy**-Mark if they are a work-study student.
- **On Kronos**-Please make sure that you mark the correct box (1-5) if your department says Yes to Kronos. Please be careful when filling this out if you use the same pre-saved form on the computer. This is one box that is commonly filled out incorrectly. If you don't use Kronos, mark no and make sure none of the other boxes are marked.

Payroll:

- **Pay Group**-Check appropriate length of yearly appointment or contract and enter from and to dates of yearly appointment or contract.
- **Rollover Position Automatically**- Check yes, if position will continue into the next year and the length of appointment or contract will remain the same. If you check no, the employee's appointment will continue beyond the dates entered. However, you must still submit a Job Data Change Form to end that employment with your department.
- **Employee Type**-Salaried, if paid by salary or Hourly, if paid by the hour.

- **<u>Work Location</u>** (County)-Most employees will be Grand Forks County. But if off-campus position, enter whatever county the position is located in.

<u>Compensation:</u>

- Check the method of compensation appropriate to position and the corresponding amount. Also, check the box if, funding source has been verified and are accurate on the department budget table. This is important to check, as you will know they will be paid out of the right funds and also will tell you if you need to submit a Position Funding Form as well.

<u>Employment Information:</u>

- **<u>Functional Title</u>**-Enter the Functional Title of the position. Can find this in Peoplesoft under **Organizational Development>Position Management>Positions/Budgets>Add/Update Position Info.** Click the blue, Detailed Position Description link, then use the Title listed in that box.

- **<u>Additional Information</u>**-This is where any pertinent information to the employee or the position can be stated.

- **<u>Dept. Contact Name and #</u>**-Lastly, make sure to enter the departments contact person and phone number. This should be the person who either filled out the form or whom we should talk to if there are any questions.

Make sure you obtain the <u>2 department signatures</u> and if it is a work-study or institutional position, it must go to Financial Aid for a third signature. If it is a Graduate Position, it must go to the Graduate Office for a third signature. These are required to process the paperwork. They will be returned if they are missing a signature.

Please make sure all appropriate boxes are filled out.

If the employee is work study and is switching to institutional, or vise versa, but staying in the same position with no changes, then no forms need to be sent to Payroll. Make sure the correct Combo Code is used on the Hourly Reporting Form if making this switch.
Otherwise, only if there are changes, do we need the appropriate forms, such as JDH if a different position, JDC if the number of hours are changing, pay rate change, functional title change, or a PFF if the funding source will change. Please check with Financial Aid to see if they may need some additional paperwork for this change.

If you have an employee going from a non-benefited to a benefited position, please make sure that you have them submit the appropriate insurance and retirement forms to Payroll.

Also, include all necessary forms for **International** employees. If any questions of what is needed please call Payroll for assistance.

If the employee is working in a position in one semester and plans to return the following semester, you **do not** have to term them. They may stay active during the break between semesters. If they are in a salaried position make sure that you send a Job Data Change form to reduce their pay to $0.00 during non-working time. Then make sure to send another one to resume pay once they are back. Please stay on top of those that decide not to return so that you can send a termination as soon as possible.

Also, make sure that you are using the most current form. If not sure, go to www.und.edu/dept/payroll and make sure you have the most updated form. These change often and slow down our process when we receive old forms.

**If you know when you will be terming the employee, please send the Job Data Change or Separation form with the JDH.

**If the Hire form is late coming to Payroll for the starting date indicated, make sure for salaried positions, that an Additional Pay is sent over so we may pay any missed pay. See Additional Pays for help completing this form.