ECU

Inbox
Watch List

PeopleAdmin

APPLICANT TRACKING ⌄

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Position Requests / ... / Temporary Hiring Proposal / / Edit

Editing Hiring Proposal

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- Budget
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Hiring Proposal

Save   Next >>

✦ Check spelling

* Required Information

Applicant Information

SSN

Please enter in the following format: XXXXXXXXX

> Enter a candidate's SSN if a Banner ID does not already exist. It should be 9 digits and not contain dashes.

DOB

Last Name

First Name

Middle Name

> This information is not editable and will default in from the application.

Preferred Name

> Enter the candidate's preferred name (if applicable)

Name Suffix

> Enter the person's legal name suffix (if applicable).

> These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

Address1

Address2

City

State

Zip Code

> This information is not editable and will default in from the application.

Primary Phone

> Enter person's primary phone if known.

Email

> Enter the candidate's email if known.

Citizenship

> Enter citizenship if known.

	Sex	Male
✓	Race	
✓	Hispanic or Latino	
✓	Preferred Veteran Status	
✓	Disabled Status	

This information is not editable and will default in from the application.

Hiring Proposal Information

✓ **Banner Id** [   ]

Enter a Banner ID in lieu of an SSN if one exists. Remember, Banner IDs will exist if the candidate has been a student, applied for admission, received travel reimbursement, or if they have been affiliated with ECU in the past. It should be 9 digits and begin with a capital 'B.'

✓ **Employee Class** [S9 - SHRA Temp 1 thru 100 nonexempt ▼]

Selection indicated Employee class; temporary employee class codes are S9 or ST

This is the employee class that will end up on PEAEMPL in Banner.

✓ **Home Department** [550401 - AAH School of Music ▼]

This will also end up on PEAEMPL in the Home Org and Check Distribution fields.

Current Hire Date [01/15/2018]

This will also end up on PEAEMPL. If this is the first time a person is being hired, it will also populate the Original Hire Date, Adjusted Service Date, and Seniority Date fields on PEAEMPL.

Position Number T13800

This information is not editable and will default in from the application.

Classification Title

Job Suffix [01]

These should reflect the suffix as they would on an EPAF. If you do not know which job suffix to use, the link below will take you to a report that will display all the position number and job suffix combinations that have been used in the past.

Click here for a report on all position number and suffix combinations used based on a query date and Banner ID. Please enter in the following format: XX

Job Begin Date [01/15/2018]

This is the same as would have been on an EPAF previously. It should be the same as the job effective date.

✓ **Jobs Effective Date** [01/15/2018]

This is the same effective date as was previously on an EPAF. It is the first date that the employee's new job will run through payroll. It is constrained by the payroll calendar and EPAF deadlines.

✓ **Jobs Personnel Date** [01/15/2018]

This is the same personnel date as was previously on an EPAF. This is the actual date that this hiring action takes place and should reflect the true date of the employee's first day. This date is not constrained by the payroll calendar and EPAF deadlines.

✓ **Job Employee Class Code** [S9 - SHRA Temp 1 thru 100 nonexempt ▼]

This is the employee class that will end up on NBAJOBS. It is typically the same as the employee class entered earlier in the hiring proposal.

✓ **Timesheet Org** [550401 - AAH School of Music ▼]

This is the timesheet org that will end up on NBAJOBS. It dictates where the employee's job will show up in Kronos. It does not have to be the same as the home department (entered earlier) but can be. It does not drive anything other than timesheet routing and display in Kronos.

✓ **Supervisor Banner ID** [   ]

Enter the Supervisor's Banner ID. It should be 9 digits and begin with a capital 'B.'

✓ **Job Location** [550401 - AAH School of Music ▼]

This is the job location that will end up on NBAJOBS. Typically the same as the home department or timesheet org.

✓ **Job Change Reason** [Please select ▼]

This is the job change reason that will end up on NBAJOBS. It is critical that the appropriate reason be selected as it is used in the integration to determine how to transfer the information to Banner. The wrong selection will cause the entire record to error out during the integration.

✓ **Annual Salary** [   ]

This is the annual salary that will end up on NBAJOBS. It should be entered if the job will be on the SM payroll and should only include numbers.

Please enter as a whole number (without symbols or commas) in the following format: XXXXXXX

✓ **Hourly Rate** [   ]

This is the hourly rate that will end up on NBAJOBS. It should be entered if the job will be on the TS payroll and should be in this format: XX.XX

These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

FTE `.25`

This entry is not a decimal.

Please enter in the following format: X.XXX

> The FTE that will end up on NBAJOBS. It should be in the following format: X.X or .XXX (for example 1.0 or .875 or .500).

Posting and HP Type Temporary

Hiring Proposal Number TP41HP

> This information is not editable and will default in.

Contract Type `S - Secondary`

> This will end up on NBAJOBS. Only one primary job can be active at a time.

Competency Level `Please select`

This field is required.

> Choose the correct competency level for the position.

Mailstop `506 - School of Music`

> The mailstop code that will end up on PEAEMPL.

Job Effective End Date `04/24/2018`

> If the employee's appointment is finite in nature (temporary, student, time-limited, etc.), enter job effective end date. It is the last date that the employee's new job will run through payroll. It is constrained by the payroll calendar and EPAF deadlines.

Job Personnel End Date `04/24/2018`

> If the employee's appointment is finite in nature (temporary, student, time-limited, etc.), enter the actual job end date. It is not constrained by the payroll calendar and EPAF deadlines.

Applicant Reviewer `[ x ]`

Is Background Check Required? ☐

Orientation Date `[        ]`

> These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

EPAF Comments `[                    ]`

[Save] [Next >>]

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Editing Hiring Proposal

- Hiring Proposal
- **Budget**
- ✓ Hiring Proposal Documents
- ✓ HR Notes
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Budget

Save   << Prev   Next >>

✓ Check spelling

* Required Information

Budget Comments

Budget Comments

✓ These fields will feed to Banner as part of the integration. It is critical that they are appropriately populated. Note that not all integration fields are required (preferred name, for example), but most are. If you are unsure of what to enter, please contact HRIS.

Effective Date

Labor Dist Effective Date   01/15/2018

The date that the funding of the new job takes effect. This should be the same as the effective date and job begin date entered in the previous section.

Budget Details

Fund Code   141200

The fund component of the FOAPAL. This should be 6 digits in the format **XXXXXX**.

Fund Org   550401

The org component of the FOAPAL. This should be between 2 and 6 digits. It is not necessarily the same as the home org, timesheet org, or job location orgs. This is driven by Finance and drives how salary dollars are expensed.

Acct Code   60501 - Nonstudent Pay

The account component of the FOAPAL. Select from the drop-down list.

Prog Code   0000
Please enter in format: XXXX

The program component of the FOAPAL. This should always be **0000**.

Activity Code

The activity component of the FOAPAL. This is used on some areas of campus and not others.

Location Code

The activity component of the FOAPAL. This is not currently used at ECU.

Project Code (FTE)   .25

The FTE associated with this budget source. It should be in the following format: **X.X** or **.XXX** (for example 1.0 or .875 or .500).

Percent   100   * This entry is not a decimal.
Please enter in format: XXX.XX

The percentage of the total funding represented by this budget source. It should be in the following format: **XXX** or **XX.XX** (for example 100 or 86.67 or 50.00). All budget sources must add to exactly 100.

☐ Remove Entry?

Add Budget Details Entry

Use this to add an additional FOAPAL entry if split funded.