Summer 10

Hire Requests

SAPweb HR Transactions

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Course Objectives

This course will introduce you to the SAPweb HR Hires Transaction. SAPweb streamlines the submission, approval, and processing of Hire requests by reducing data entry. Validations of information entered and eligibility improve accuracy.

Upon completion of this course you will:

√ Know when to use the Hires transaction.

√ Know how to check for prior affiliation with MIT using MIT ID or SSN.

√ Know how to initiate a Hires request using MIT ID, SSN, or Name and Date of Birth.

√ Understand SAPweb HR Hire transaction authorization roles and approval workflow.

√ Be able to complete a Hire transaction request, including Employee information, Work address, Position/Job information, Citizen/Visa information, WebHire requisition, Work dates, Pay details, and Cost object distribution.

1

Getting Started with SAPweb Hires

1-A : Overview of SAPweb Hires

The SAPweb Hire transaction is used for all appointment hires of persons who do *not* have an active appointment at MIT or an active MIT student record.

Benefits and features of SAPweb Hires include the following:

- ✓ Search for prior affiliation with MIT (i.e., former student, former employee), and pre-populate some data fields if prior affiliation exists.
- ✓ Sensitive data such as SSN or Date of Birth will be protected during data entry and not stored locally on the users desktop.
- ✓ Single form for Academic and Non-Academic hires.
- ✓ Validations for work dates, cost objects, etc.
- ✓ Provides recording of Visa information with copy sent to ISO.

When to Use SAPweb Hires

- Person is not currently an active employee or student at MIT.
- For Non-student appointment.

NOTE: to create an additional, concurrent, appointment for a current MIT employee, use the Change transactions.

1-B : Prior to Creating a Hire Transaction

Prior to accessing SAPweb to create a Hire request, complete thorough data gathering, including the following:

- Effective Dates (Begin and End Work Dates)
- MIT ID if the person was a former employee or student. If an MIT ID cannot be located, the Social Security Number should be obtained and entered into the search (not stored on the users computer). For foreign employees who do not yet have a SSN, obtain their Full Name and Date of Birth.
- Position Number/Job Title, Position Title, Department Name/Number
- Pay details (i.e., Percent Effort, Annual Salary, Time Group, Work Schedule Rule, Normal Work Week, Shift Eligibility, Pay Basis). Cost distribution.
- Employee Citizenship Info (Visa Type, Status, Begin and End Dates).

1-C : Authorization Roles and Approvals

There are several Authorization Roles for SAPweb HR Hire transactions. Staff with either **Initiator** or **DLC Approver** authorization may create a Hire request. Hire requests submitted by a user with Initiator only authorization will be routed to the DLC Approver for approval. Hires for academic appointments will also require approval from the Dean's Office. Some Hire requests will require approval from HR Compensation. HROs are notified of all Hire request transactions. All approvals take place prior to the Change request being sent to the HR-Payroll Service Center for processing. ISO is also copied on Visa information.

Initiator	• Create Hires request • Access HR Transaction Inbox • Correct an HR Transaction • View an HR Transaction
DLC Approver	• All of the Initiator functionality • Approve or Reject Hires request created by Iniator
Dean's Office Approver	• Approve or Reject Hires request initiated for employee with Academic appointment
Compensation	• Approve or Reject specific Hires triggered by validation
HRO	• Copied on Hire transactions

2

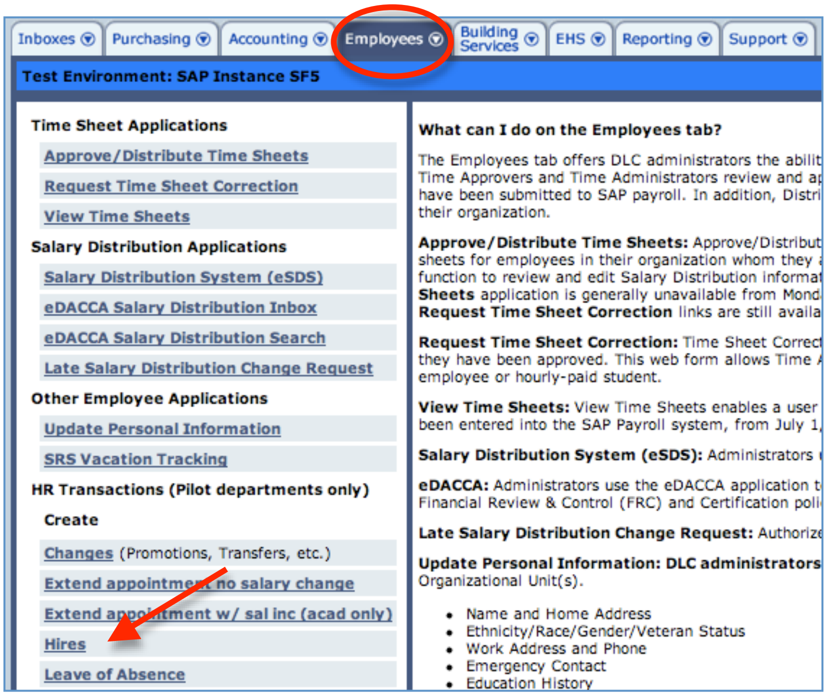
Creating a Hire Request

2-A : Access HR Transactions – Hires

Based on your authorization role, you may create a Hire request as an ***Initiator*** or ***Approver***. Hire requests created by an Initiator require approval from the designated DLC Approver. If you have the authorization role of Approver, you may create a Hire request and submit with implied approval in one step.

▶To Access SAPweb Hires:

1. Open a Web browser (make sure you have current MIT certificates installed).
2. Go to **https://web.mit.edu/sapweb/**
3. Click on the **Employees** Tab.
4. Under the heading "HR Transactions Create," click the **Hires** link.
5. Select your MIT personal Certificate when prompted.


Inboxes
Purchasing
Accounting
Employees
Building Services
EHS
Reporting
Support
Test Environment: SAP Instance SF5
Time Sheet Applications
Approve/Distribute Time Sheets
Request Time Sheet Correction
View Time Sheets
Salary Distribution Applications
Salary Distribution System (eSDS)
eDACCA Salary Distribution Inbox
eDACCA Salary Distribution Search
Late Salary Distribution Change Request
Other Employee Applications
Update Personal Information
SRS Vacation Tracking
HR Transactions (Pilot departments only)
Create
Changes (Promotions, Transfers, etc.)
Extend appointment no salary change
Extend appointment w/ sal inc (acad only)
Hires
Leave of Absence

What can I do on the Employees tab?

The Employees tab offers DLC administrators the abilit
Time Approvers and Time Administrators review and a
have been submitted to SAP payroll. In addition, Distri
their organization.

Approve/Distribute Time Sheets: Approve/Distribut
sheets for employees in their organization whom they
function to review and edit Salary Distribution informat
Sheets application is generally unavailable from Mond
Request Time Sheet Correction links are still availa

Request Time Sheet Correction: Time Sheet Correc
they have been approved. This web form allows Time
employee or hourly-paid student.

View Time Sheets: View Time Sheets enables a user
been entered into the SAP Payroll system, from July 1,

Salary Distribution System (eSDS): Administrators

eDACCA: Administrators use the eDACCA application t
Financial Review & Control (FRC) and Certification poli

Late Salary Distribution Change Request: Authoriz

Update Personal Information: DLC administrators
Organizational Unit(s).

- Name and Home Address
- Ethnicity/Race/Gender/Veteran Status
- Work Address and Phone
- Emergency Contact
- Education History

2-B : Common Hire Screen Elements

The SAPweb Change transaction screens include several common elements.

Element	Description
*	Required field
ℹ	Detailed Info
📅	Calendar for inputting date
Home	SAPweb Employees tab
Help	Content specific help
Policies	HR Policy screens
Go Back	Return to previous screen
✓	Transaction submission was successful
❗	Error. Read error text for specific details.

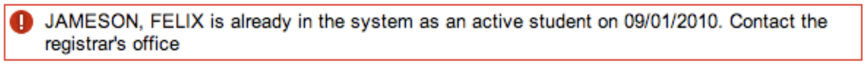
2-C : Effective Date and Search for MIT Affiliation

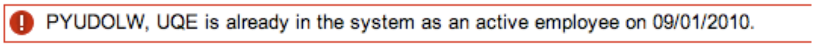
To begin initiation of a Hire request, you must enter the **Effective Date** (date on which employee will begin work) and one of the following identifiers used to search for a prior affiliation with MIT:

- **MIT ID** – primary method to search for prior affiliation as former student, former employee, training attendee, etc. Enter the person's unique 9-didgit MIT ID.
- **SSN** – Social Security Number. Use for a person who cannot locate or does not have an MIT ID.
- **First and Last Name,** and **Date of Birth** – use for foreign employees who cannot locate an MIT ID and do not yet have a SSN.

IMPORTANT: Please be aware of State and Institute guidelines regarding personal sensitive data, including Social Security Numbers. You should not store the SSN of a new hire on your computer or in hard copy. Please see *Protecting Sensitive Data* at http://web.mit.edu/infoprotect/wisp.html

Note: If the MIT ID, SSN, or Name and Date of Birth search retrieves a record for an *Active* MIT student or employee, you will receive an error message similar to the ones below and will not be able to continue the Hire request:

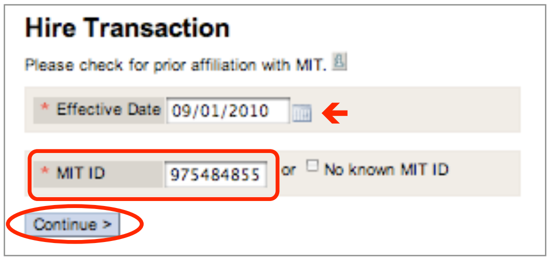

JAMESON, FELIX is already in the system as an active student on 09/01/2010. Contact the registrar's office


PYUDOLW, UQE is already in the system as an active employee on 09/01/2010.

▶To enter Effective Date and MIT ID:

1. **Effective Date:** Use the pop-up calendar to enter the date on which the employee will begin work in the required **MM/DD/YYYY format**.

2. **MIT ID:** Enter the person's 9-didgit MIT ID.
   If the person does not have or cannot locate an MIT ID, check the **No known MIT ID** checkbox. An option to search by Social Security Number will display (see next section).
3. Click the **Continue >** button to search for a record of prior affiliation with MIT and retrieve data for the Hire transaction.


Hire Transaction

Please check for prior affiliation with MIT.

* Effective Date 09/01/2010

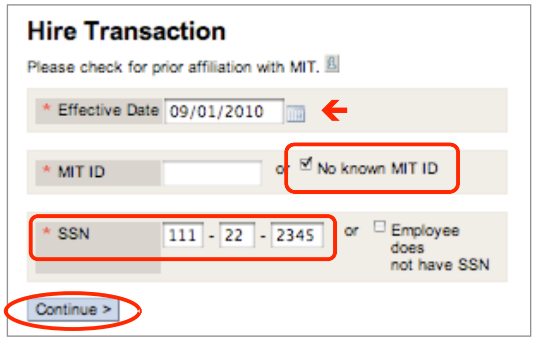
* MIT ID 975484855 or ☐ No known MIT ID

If a prior affiliation is not found, you will receive a blank *Hire Transaction* screen to initiate a Hire request.

If the person being hired does not, or cannot locate, an assigned MIT ID, enter the person's SSN to search for a prior affiliation with MIT or initiate a Hire request with the SSN entered.

▶To enter Effective Date and SSN:

1. **Effective Date:** Use the pop-up calendar to enter the date on which the employee will begin work in the required **MM/DD/YYYY format**.
2. **MIT ID:** select **No known MIT ID**.
3. **SSN:** enter 9-digit social security number in fields separated by a dash.
4. Click the **Continue >** button to search for a prior affiliation with MIT and retrieve data for Hire transaction, or to initiate a Hire transaction using the SSN entered.



Hire Transaction

Please check for prior affiliation with MIT.

* Effective Date 09/01/2010

* MIT ID or ☑ No known MIT ID

* SSN 111 - 22 - 2345 or ☐ Employee does not have SSN

If the SSN search retrieves a record of prior affiliation with MIT, details such as *Gender, Date of Birth*, and *Social Security Number* will be masked during data entry with an indication that the information is on file.

If a prior affiliation is not found, you will receive a *Hire Transaction* screen, with the SSN you had entered partially masked to initiate a Hire request.

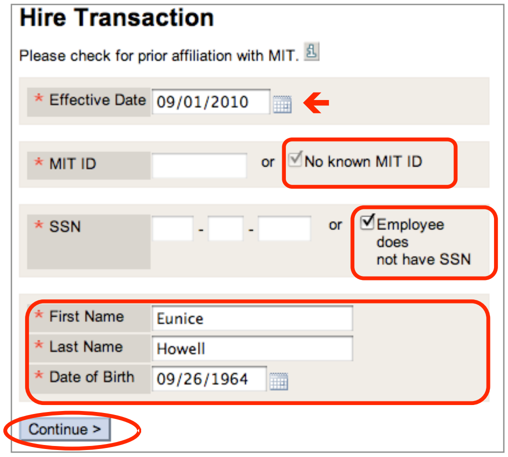
IMPORTANT: SSN is sensitive data. Do not save employee's SSN electronically on your computer, in an email, or in hard copy. Please see *Protecting Sensitive Data* at http://web.mit.edu/infoprotect/wisp.html

If the person being hired does not have or cannot locate an MIT ID, and does not yet have a SSN, you may search by Name and Date of birth.

> **IMPORTANT**: Please be aware of State and Institute guidelines regarding personal sensitive data, including Date or Birth. You should not store the DOB of a new hire on your computer or in hard copy. Please see *Protecting Sensitive Data* at http://web.mit.edu/infoprotect/wisp.html

▶To Enter Effective Date, Name, and Date of Birth:

1. **Effective Date:** Use the pop-up calendar to enter the date on which the employee will begin work in the required **MM/DD/YYYY format.**
2. **MIT ID:** select **No known MIT ID** checkbox .
3. **SSN:** select **Employee does not have SSN** checkbox .
4. **First Name:** Enter person's first name.
5. **Last Name:** Enter person's last name.
6. **Date of Birth:** Use the pop-up calendar to enter date in the required **MM/DD/YYYY format.**
7. Click the **Continue >** button to search for a prior affiliation with MIT and retrieve data for Hire transaction, or to initiate a Hire transaction using the SSN entered.



Hire Transaction

Please check for prior affiliation with MIT.

* Effective Date 09/01/2010

* MIT ID or ☑ No known MIT ID

* SSN - - or ☑ Employee does not have SSN

* First Name Eunice

* Last Name Howell

* Date of Birth 09/26/1964

> If the Name and Date of Birth search retrieves a record of prior affiliation with MIT, details such as *Gender,* and *Date of Birth* will be masked during data entry with an indication that the information is on file.
>
> If a prior affiliation is not found, you will receive a *Hire Transaction* screen containing the Name and Date of Birth you had previously entered to initiate a Hire request.

2-D : Tour of the Hires Screen

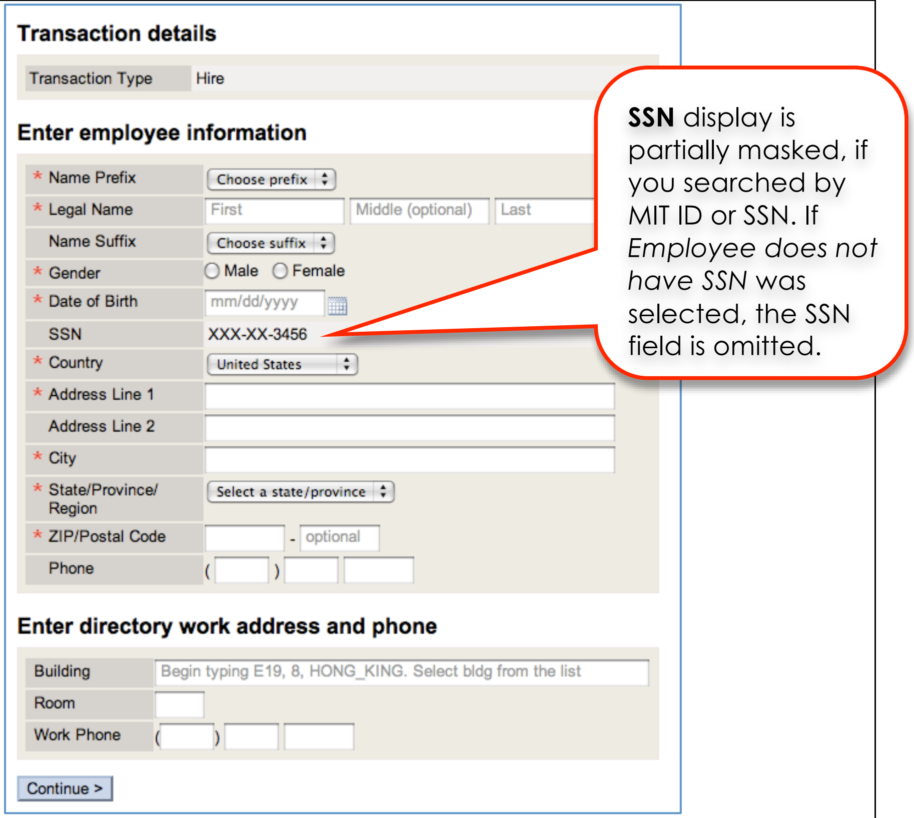
If the search by MIT ID, SSN, or Name and Date of Birth, retrieves a record of prior affiliation, the Hires data entry screen will display with some fields pre-populated (sensitive data will display as *On file*). If the search does not retrieve a record of prior affiliation, a blank Hires data entry screen will display. To return to the previous screen, click the **Go Back** link. Links to **Help** and **Policies** are in the upper-right corner of each screen.

Note: Fields and sections marked with a red asterisk * are required.

SAPweb Hires Screen

Key:

1. Employee Information (required fields include):
    - **Name Prefix,**
    - **Legal Name**
    - **Gender**
    - **Date of Birth**
    - **SSN**
    - **Country**
    - **Address Line 1**
    - **City**
    - **State/Province/Region**
    - **Zip/Postal Code**
    - **Phone**
2. Directory Work Address
    - **Building, Room, Work Phone**
3. Continue



Transaction details

Transaction Type	Hire

Enter employee information

* Name Prefix	Choose prefix
* Legal Name	First / Middle (optional) / Last
Name Suffix	Choose suffix
* Gender	○ Male ○ Female
* Date of Birth	mm/dd/yyyy
SSN	XXX-XX-3456
* Country	United States
* Address Line 1	
Address Line 2	
* City	
* State/Province/Region	Select a state/province
* ZIP/Postal Code	- optional
Phone	( )

Enter directory work address and phone

Building	Begin typing E19, 8, HONG_KING. Select bldg from the list
Room	
Work Phone	( )

SSN display is partially masked, if you searched by MIT ID or SSN. If *Employee does not have SSN* was selected, the SSN field is omitted.

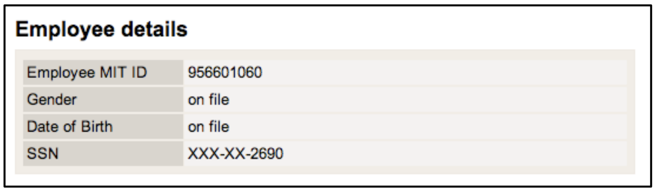
Data entry fields will vary based on whether the person had a prior affiliation with MIT, and the type of search performed (MIT ID, SSN, or Name and Date of Birth).

3

Hires Transaction Screens

3-A : Employee Information

If person being hired had a prior affiliation with MIT, some *Employee Information* will be pre-populated with data from SAP. Sensitive personal information, such as Date of Birth, SSN, will be masked with an indication that the information is *on file*.



Employee details

Employee MIT ID	956601060
Gender	on file
Date of Birth	on file
SSN	XXX-XX-2690

▶To Enter Employee Information:

1. **Name Prefix**: Form of address to be used in written communication with this person. Select option from menu items - **Dr., Mr., Ms., Prof., Sir**.
2. **Legal Name:** Person's full, legal name as shown on their driver's license, social security card or other legal document. If entered on previous screen, fields are not editable.
3. **Name Suffix:** Select from menu (**II, III, IV Jr., V**) if part of the person's full, legal name.
4. **Gender:** Select radio button. If prior affiliation, will display masked at top of page as *on file*.
5. **Date of Birth**: Use calendar to enter date. If prior affiliation, will display masked at top of page as *on file*. If entered on previous screen, field is not editable.
6. **SSN**: If prior affiliation or entered on previous screen, field is not editable. Displays last four digits.

The following fields comprise the address where the person will reside during the time of the appointment. Official communication, such as Welcome and Benefits packets, will be mailed to this address after the Hire transaction is processed. Instruct person to use SAPweb Self-Service to update their address when needed.

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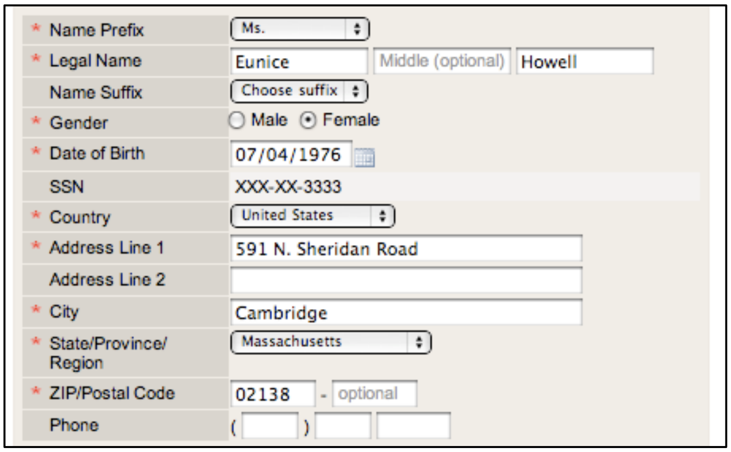
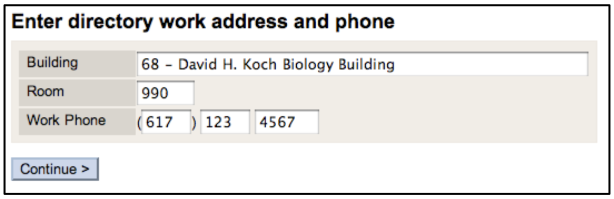
7. **Country**: Select from pull-down menu list.
8. **Address Line 1**: Street address, number, etc. Use Address Line 2 as needed.
9. **City**: Enter city name.
10. **State/Province/Region**: Select from menu (if applicable) or enter manually.
11. **ZIP/Postal Code**: Required for U.S. and Canada.
12. **Phone**: Home phone number (optional).



* Name Prefix	Ms.
* Legal Name	Eunice / Middle (optional) / Howell
Name Suffix	Choose suffix
* Gender	○ Male ● Female
* Date of Birth	07/04/1976
SSN	XXX-XX-3333
* Country	United States
* Address Line 1	591 N. Sheridan Road
Address Line 2	
* City	Cambridge
* State/Province/ Region	Massachusetts
* ZIP/Postal Code	02138 - optional
Phone	( )

▶To Enter Directory Work Address and Phone (optional):

1. **Building**: Select building name for auto-complete list.
2. **Room:** Enter room number.
3. **Phone:** On campus phone number.

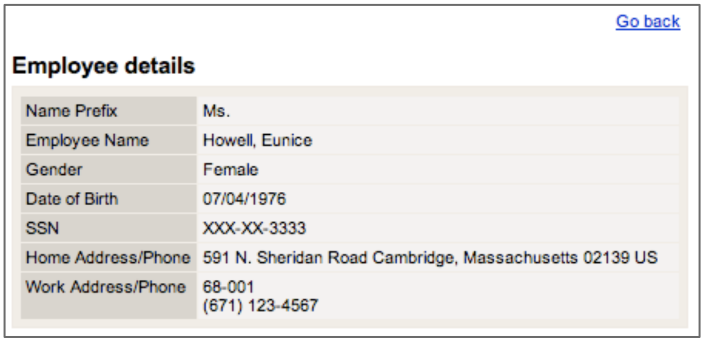


Enter directory work address and phone

Building	68 – David H. Koch Biology Building
Room	990
Work Phone	(617) 123 4567

▶To Continue to next screen and Review Employee Information:

1. Click the **Continue >** button to advance to the next screen. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.
2. Review *Employee Details* on the next screen. If you need to make changes, click the *Go Back* link.



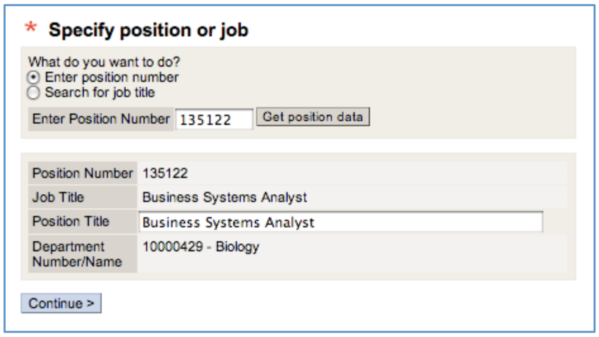
Employee details

Name Prefix	Ms.
Employee Name	Howell, Eunice
Gender	Female
Date of Birth	07/04/1976
SSN	XXX-XX-3333
Home Address/Phone	591 N. Sheridan Road Cambridge, Massachusetts 02139 US
Work Address/Phone	68-001 (671) 123-4567

3-B : Specify Position or Job

▶To Specify Position or Job (Position Number):

1. The **Enter Position number** is selected by default. Enter position number and click the **Get position data** button.
2. Review the **Position Number** and **Job Title** to ensure selection of correct position/job.
3. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title. Edit Position title if appropriate. Max. 50 characters.



* **Specify position or job**

What do you want to do?
● Enter position number
○ Search for job title

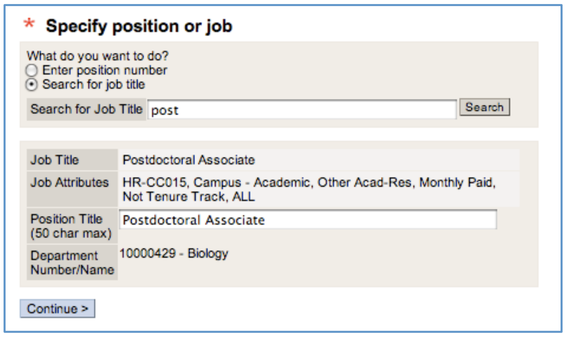
Enter Position Number 135122

Position Number	135122
Job Title	Business Systems Analyst
Position Title	Business Systems Analyst
Department Number/Name	10000429 - Biology

4. **Holds outside appointment?** Faculty only. Indicate if faculty member will hold an appointment at Howard Hughes Medical Institute or Whitehead Institute.
5. Click **Continue >** to advance to next screen to the next screen.

▶To Specify Position or Job (Job Title):

1. Select the **Search for Job Title** radio button. Enter all or part of the Job Title and click the **Search** button. Select the appropriate Job Title from the search results screen
2. Review the **Job Title**, and **Job Attributes** (Personnel area, Pers. Subarea, Employee Subgroup, Tenure Code, and Pay Grade) to ensure selection of correct position/job.
3. **Position Title:** Defaults to the Job Title. Position Title is specific to role within a DLC and may or may not match the Job Title. Edit Position title if appropriate. Max. 50 characters.



* **Specify position or job**

What do you want to do?
○ Enter position number
● Search for job title

Search for Job Title post

Job Title	Postdoctoral Associate
Job Attributes	HR-CC015, Campus - Academic, Other Acad-Res, Monthly Paid, Not Tenure Track, ALL
Position Title (50 char max)	Postdoctoral Associate
Department Number/Name	10000429 - Biology

4. **Holds outside appointment?** Faculty only. Indicate if faculty member will hold an appointment at Howard Hughes Medical Institute or Whitehead Institute.

5. Click **Continue >** to advance to the next screen.

3-B : End Date (End Work Date)

Review Employee and Transaction details. Click the *Go Back* link to modify data entered on previous screen if necessary.

The Effective Date, or Begin Work Date, will display based on the Effective Date entered on the initial Hires screen. You must enter an End Date, or End Work Date, for the appointment (labels vary based on appointment type).

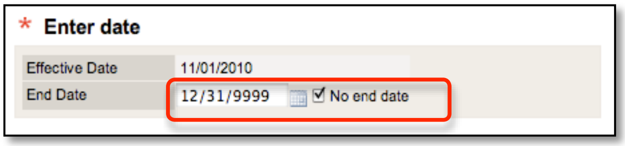
▶To Enter Date:

1. **Effective Date** (non-Academic): The date entered on the initial *Hire Transaction* screen. The first work day for the person being hired. This field cannot be edited.

   – or –

   Begin Work Date (Academic)**:** The *Effective Date* entered on the initial *Hire Transaction* screen, becomes *Begin work date*.

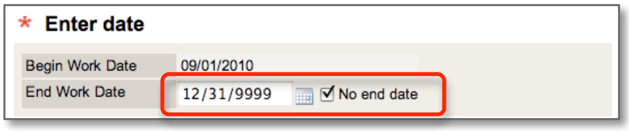
2. **End Date (End Work Date):** The appointment end date.
   - Check the **No End Date** checkbox for positions without end dates. The End Date will display as **12/31/9999.**
   - Use the pop-up calendar to enter the date in the required **MM/DD/YYYY format** for limited or short-term positions.
   - MAP appointments – typically end of term (6/1 - 8/31 not allowed for MAP appointments).



* **Enter date**

Effective Date 11/01/2010

End Date 12/31/9999 ☑ No end date



* **Enter date**

Begin Work Date 09/01/2010

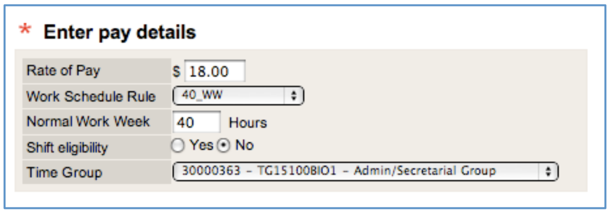
End Work Date 12/31/9999 ☑ No end date

3-C : Pay Details

The Pay Details fields vary based on the appointment type (Academic, Non-Academic Exempt, Non-Academic Hourly pay, Research, etc.).

▸To Enter Pay Details (Support, Non-Academic, Non-exempt):

1. **Rate of Pay:** Enter hourly pay rate. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.
2. **Work Schedule Rule**: Select from the pull-down menu the number of work hours per week that would be expected of the position if it was staffed at full time within the department - depending on the department, this can be 35, 37.5 or 40 hours week. Union staff typically have a 40 hour work schedule rate, and some Campus Police have 42 hour work schedules.
3. **Normal Work Week:** Displays the number of hours per week the employee will work. Must be between 1 – 40, or 1 - 42.5 for Campus Police. Not an editable field.
4. **Shift eligibility:** Select Yes (eligible) or No (not eligible). A Shift Eligible employee can report time worked on second or third shifts and receive a differential pay rate for this work.
5. **Time Group:** Select a Time Group, used to group non-exempt employees for the purpose of approving time, from the dropdown list of valid time groups for the DLC. If 'Other' is selected from the list, manually enter the Time Group.

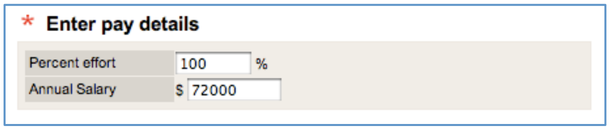


* **Enter pay details**

Rate of Pay	$ 18.00
Work Schedule Rule	40_WW
Normal Work Week	40 Hours
Shift eligibility	○ Yes ● No
Time Group	30000363 – TG15100BIO1 – Admin/Secretarial Group

▸To Enter Pay Details (Non-Academic, Exempt):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.

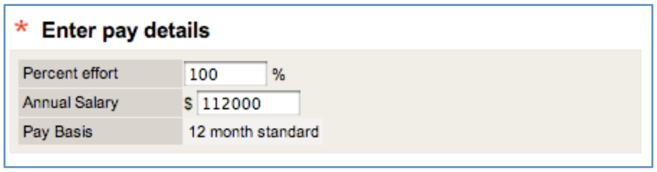


* **Enter pay details**

Percent effort	100 %
Annual Salary	$ 72000

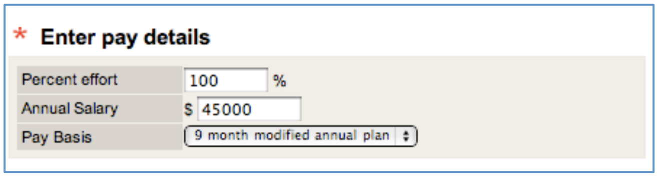
▶To Enter Pay Details (Academic):

1. **Percent Effort**: The percent of work effort for the employee in this position. Enter up to six digits (e.g., 100.00 is full-time effort). Percent effort for all appointments may not exceed 100%. A change in Percent Effort may affect Benefits eligibility resulting in a warning.
2. **Annual Salary**: Enter the actual salary the employee will earn annually. Enter dollars and cents (use a decimal if including cents). Omit commas and dollar sign.
3. **Pay Basis**: Pull-down list or display only.
    - Faculty appointments default to 9 month Modified Annual Plan.
    - Paid appointment menu: 9 month Modified Annual Plan (9-month academic year appointment paid over 12 months), a 9 month standard (9-month academic year appointment paid over 9 months), or a 12-month standard appointment.
    - Unpaid appointment menu: standard 9-month or 12-month appointment.



* **Enter pay details**

Percent effort	100 %
Annual Salary	$ 112000
Pay Basis	12 month standard



* **Enter pay details**

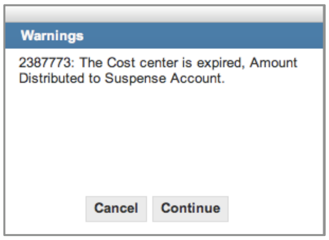
Percent effort	100 %
Annual Salary	$ 45000
Pay Basis	9 month modified annual plan

3-C : Cost Information & Comments

You must enter Cost Information for all Hires, including unpaid appointments. Cost information will be validated to ensure the Cost Object is open on the Effective Date, and that the cost object entered for an unpaid (non affiliate job) appointment is a Cost Center.

▶To complete Cost Information:

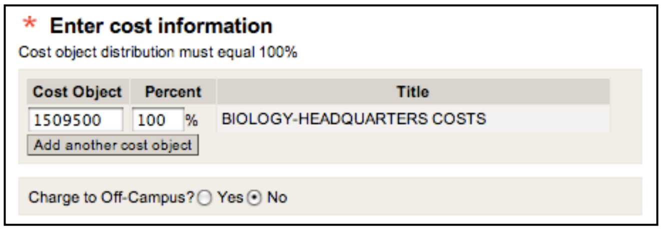
1. **Cost Object(s):** Enter the 7-digit Cost Object number to be charged. For unpaid appointments the cost object should be a Cost Center. The Cost Object title will display for your verification.
    - To add an additional Cost Object (maximum 8) click **Add Another Cost Object**
    - The Cost Object must be open on the Effective Date. If not, you will see a warning stating the Cost Object has expired and the salary will be distributed to the suspense account. Click **Cancel** to change the Cost Object or **Continue** to proceed.



Warnings

2387773: The Cost center is expired, Amount Distributed to Suspense Account.

2. **Percent:** Enter the percentage of total distribution for each Cost Object. When entering more than one Cost Object, the total Percent must equal 100%.
3. **Charge to Off-Campus:** Specifies if the salary is budgeted at off-campus F&A rates.
   - **No** is selected by default to indicate the employee will work primarily on-campus.
   - Select the **Yes** radio button if the person will work primarily off the main campus and salary is budgeted at off-campus F&A rates.


* **Enter cost information**

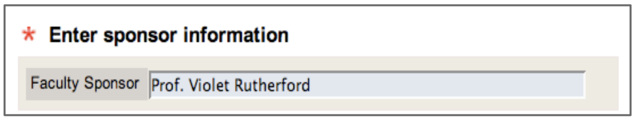
Cost object distribution must equal 100%

Cost Object	Percent	Title
1509500	100 %	BIOLOGY-HEADQUARTERS COSTS

Charge to Off-Campus? ○ Yes ● No

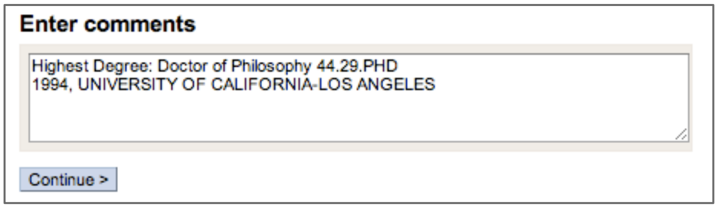
▶To enter Sponsor, Comments, and Continue to next screen:

1. **Faculty Sponsor:** (Academic only) Displays when sponsor information is required. For example PostDoc appointments. Enter the full name of the Faculty member sponsoring the employee.


* **Enter sponsor information**

Faculty Sponsor: Prof. Violet Rutherford

2. **Comments:** Enter comments for Approvers. For example, enter Highest Degree information for Dean's Office approvers.


Enter comments

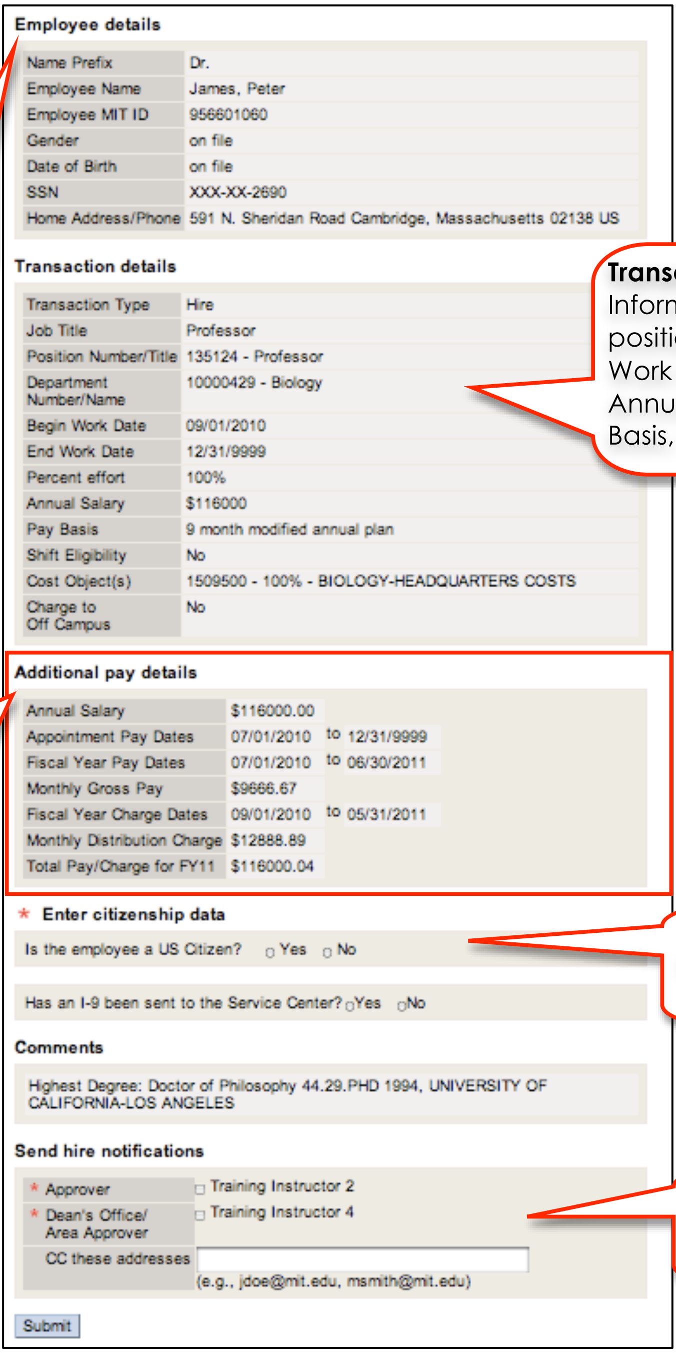
Highest Degree: Doctor of Philosophy 44.29.PHD
1994, UNIVERSITY OF CALIFORNIA-LOS ANGELES

3. Click the **Continue >** button to advance to the next screen for review and submission. Validation on data entered will be performed and you will be alerted to any fields that are incomplete or need modification.

3-D : Review, Citizenship & Submit

A summary of the Hire transaction will display. The summary includes **Employee Details**, **Transaction Details**, and **Additional Pay Details** (Academic only). Review the details prior to completing the Citizenship Data and Send Notifications section.

Employee Details Some or all of the following: Name, Gender, Date of Birth, SSN, Home Address/Phone



Employee details

Name Prefix	Dr.
Employee Name	James, Peter
Employee MIT ID	956601060
Gender	on file
Date of Birth	on file
SSN	XXX-XX-2690
Home Address/Phone	591 N. Sheridan Road Cambridge, Massachusetts 02138 US

Transaction details

Transaction Type	Hire
Job Title	Professor
Position Number/Title	135124 - Professor
Department Number/Name	10000429 - Biology
Begin Work Date	09/01/2010
End Work Date	12/31/9999
Percent effort	100%
Annual Salary	$116000
Pay Basis	9 month modified annual plan
Shift Eligibility	No
Cost Object(s)	1509500 - 100% - BIOLOGY-HEADQUARTERS COSTS
Charge to Off Campus	No

Additional pay details

Annual Salary	$116000.00		
Appointment Pay Dates	07/01/2010	to	12/31/9999
Fiscal Year Pay Dates	07/01/2010	to	06/30/2011
Monthly Gross Pay	$9666.67		
Fiscal Year Charge Dates	09/01/2010	to	05/31/2011
Monthly Distribution Charge	$12888.89		
Total Pay/Charge for FY11	$116000.04		

* **Enter citizenship data**

Is the employee a US Citizen? ○ Yes ○ No

Has an I-9 been sent to the Service Center? ○ Yes ○ No

Comments

Highest Degree: Doctor of Philosophy 44.29.PHD 1994, UNIVERSITY OF CALIFORNIA-LOS ANGELES

Send hire notifications

* Approver	☐ Training Instructor 2
* Dean's Office/ Area Approver	☐ Training Instructor 4
CC these addresses	(e.g., jdoe@mit.edu, msmith@mit.edu)

Transaction Details Information on new position/job, including Work Dates, Effort, Annual salary, Pay Basis, Cost Object, etc.

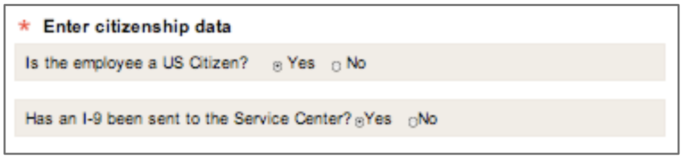
Additional Pay Details Academic only. Pay dates, FY pay dates, monthly gross pay, total pay for FY

Enter Citizenship Data US Citizen, I-9 to Service

Send change notifications select required approvers, CC email addresses

▶To Enter Citizenship Data:

1. **Is the employee a US Citizen**: Select appropriate **Yes** or **No** radio button.



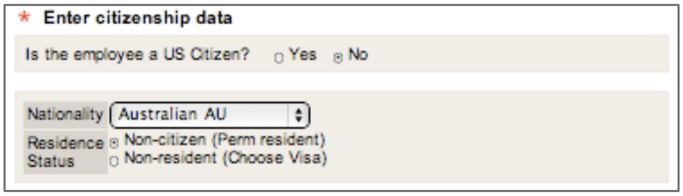
* **Enter citizenship data**

Is the employee a US Citizen? ● Yes ○ No

Has an I-9 been sent to the Service Center? ● Yes ○ No

   If **No**, the following fields will display:

   1. **Nationality**: Select from pull down menu list.
   2. **Residence Status**: Select the appropriate radio button for **Non-citizen (Perm resident)** or **Non-resident (Choose Visa)**



* **Enter citizenship data**

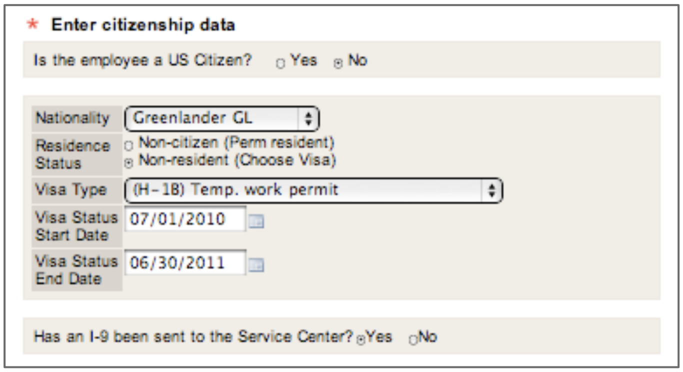
Is the employee a US Citizen? ○ Yes ● No

Nationality: Australian AU

Residence Status: ● Non-citizen (Perm resident) ○ Non-resident (Choose Visa)

   If **Non-resident (Choose Visa)**, the following fields will display:

   1. **Visa Type**: Select the Visa Type from pull down menu list.
   2. **Visa Status End date**: Use the pop-up calendar to enter the Visa status start date in the required **MM/DD/YYYY format**
   3. **Visa Status End date:** Use the pop-up calendar to enter the Visa status end date in the required **MM/DD/YYYY format**



* **Enter citizenship data**

Is the employee a US Citizen? ○ Yes ● No

Nationality: Greenlander GL

Residence Status: ○ Non-citizen (Perm resident) ● Non-resident (Choose Visa)

Visa Type: (H-1B) Temp. work permit

Visa Status Start Date: 07/01/2010

Visa Status End Date: 06/30/2011

Has an I-9 been sent to the Service Center? ● Yes ○ No

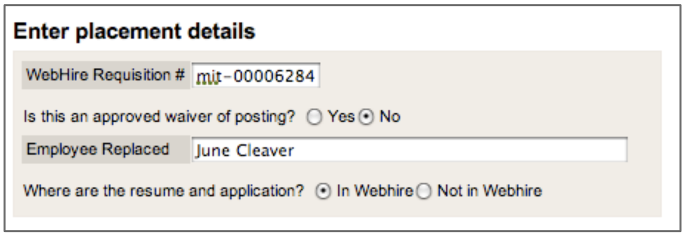
2. Has an I-9 been sent to the Service Center: Select appropriate **Yes** or **No** radio button.

   If **No**, you will receive a warning "**An I-9 Form is required for employment and MUST be sent to the Service Center within 3 days of the employment start date**".

▶To Enter Placement Details (Non-Academic only):

1. **WebHire Requisition #**: The number created when HR Staffing Services has created a WebHire requisition for the position, e.g., mit-00006284. If there is an approved waiver for posting (see below) you may leave blank.
2. **Is this an approved waiver of posting?**: **Yes** or **No** radio button. *Yes* indicates that DLC requested a waiver form the MIT posting policy (all open positions must be openly posted to ensure equal opportunity recruitment).
   - **No** – Default. Was not approved for a waiver.
   - **Yes** – Approved for waiver. Do not enter WebHire requisition #. Waiver reason is required.

     Waiver Reason: Select from drop-down list **Specialized skills, Candidate from another search,** or **Hired through temp agency**
3. **Employee replaced:** Name of employee who previously held the position.
4. **Where is the resume and application** (optional): Select appropriate radio button. In WebHire



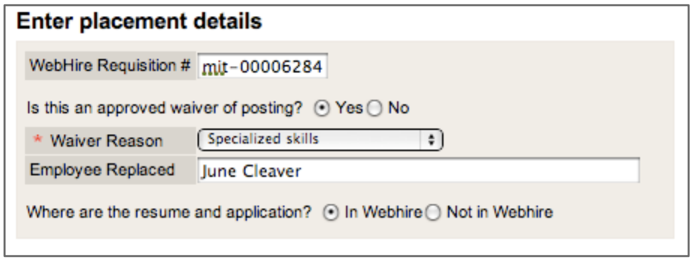
Enter placement details

WebHire Requisition # mit-00006284

Is this an approved waiver of posting? ○ Yes ● No

Employee Replaced June Cleaver

Where are the resume and application? ● In Webhire ○ Not in Webhire



Enter placement details

WebHire Requisition # mit-00006284

Is this an approved waiver of posting? ● Yes ○ No

* Waiver Reason Specialized skills

Employee Replaced June Cleaver

Where are the resume and application? ● In Webhire ○ Not in Webhire

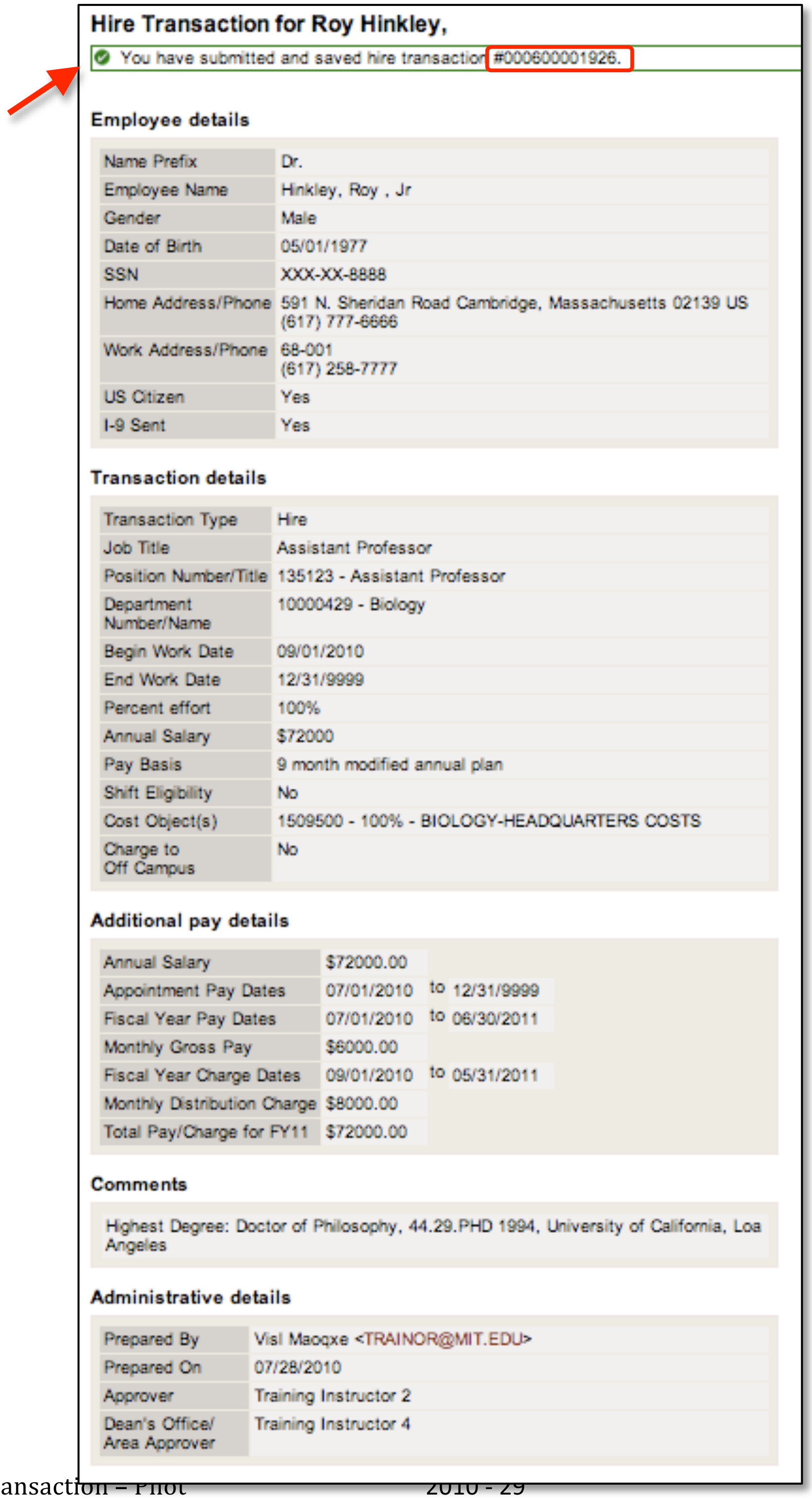
▶To select Change Notifications and Submit:

1. **Approvers** – Check one or mare for each required approver marked with a red *.
2. Click **Submit**.
3. You will receive a Confirmation screen, including assigned Transaction number.

Once you have submitted the Hires transaction, you will receive a confirmation screen. The Hires transaction will appear in your **HR Transaction Inbox** with real-time status, such as *Awaiting Approval*.

▶To Review a Hires Transaction Confirmation:

1. A green checkmark indicates the Hires Transaction was submitted for approval and/or processing. An assigned transaction number is provided.
2. Click the **Home** link to return to the SAPweb *Employees* tab.



Hire Transaction for Roy Hinkley,

✓ You have submitted and saved hire transaction #000600001926.

Employee details

Name Prefix	Dr.
Employee Name	Hinkley, Roy , Jr
Gender	Male
Date of Birth	05/01/1977
SSN	XXX-XX-8888
Home Address/Phone	591 N. Sheridan Road Cambridge, Massachusetts 02139 US (617) 777-6666
Work Address/Phone	68-001 (617) 258-7777
US Citizen	Yes
I-9 Sent	Yes

Transaction details

Transaction Type	Hire
Job Title	Assistant Professor
Position Number/Title	135123 - Assistant Professor
Department Number/Name	10000429 - Biology
Begin Work Date	09/01/2010
End Work Date	12/31/9999
Percent effort	100%
Annual Salary	$72000
Pay Basis	9 month modified annual plan
Shift Eligibility	No
Cost Object(s)	1509500 - 100% - BIOLOGY-HEADQUARTERS COSTS
Charge to Off Campus	No

Additional pay details

Annual Salary	$72000.00		
Appointment Pay Dates	07/01/2010	to	12/31/9999
Fiscal Year Pay Dates	07/01/2010	to	06/30/2011
Monthly Gross Pay	$6000.00		
Fiscal Year Charge Dates	09/01/2010	to	05/31/2011
Monthly Distribution Charge	$8000.00		
Total Pay/Charge for FY11	$72000.00		

Comments

Highest Degree: Doctor of Philosophy, 44.29.PHD 1994, University of California, Loa Angeles

Administrative details

Prepared By	Visl Maoqxe <TRAINOR@MIT.EDU>
Prepared On	07/28/2010
Approver	Training Instructor 2
Dean's Office/ Area Approver	Training Instructor 4