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.
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.

<table>
<thead>
<tr>
<th>Role</th>
<th>Functions</th>
</tr>
</thead>
</table>
| 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 Initiator |
| 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 |
Creating a Hire Request
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/](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.
The SAPweb Change transaction screens include several common elements.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>✭</td>
<td>Required field</td>
</tr>
<tr>
<td><img src="image" alt="info" /></td>
<td>Detailed Info</td>
</tr>
<tr>
<td><img src="image" alt="calendar" /></td>
<td>Calendar for inputting date</td>
</tr>
<tr>
<td>Home</td>
<td>SAPweb Employees tab</td>
</tr>
<tr>
<td>Help</td>
<td>Content specific help</td>
</tr>
<tr>
<td>Policies</td>
<td>HR Policy screens</td>
</tr>
<tr>
<td>Go Back</td>
<td>Return to previous screen</td>
</tr>
<tr>
<td>✔️</td>
<td>Transaction submission was successful</td>
</tr>
<tr>
<td>🔴</td>
<td>Error. Read error text for specific details.</td>
</tr>
</tbody>
</table>
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-digit 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](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, UGE 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-digit 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.

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.

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](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 of 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](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.

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

<table>
<thead>
<tr>
<th>Key:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Employee Information (required fields include):</td>
</tr>
<tr>
<td>▪ Name Prefix,</td>
</tr>
<tr>
<td>▪ Legal Name</td>
</tr>
<tr>
<td>▪ Gender</td>
</tr>
<tr>
<td>▪ Date of Birth</td>
</tr>
<tr>
<td>▪ SSN</td>
</tr>
<tr>
<td>▪ Country</td>
</tr>
<tr>
<td>▪ Address Line 1</td>
</tr>
<tr>
<td>▪ City</td>
</tr>
<tr>
<td>▪ State/Province/Region</td>
</tr>
<tr>
<td>▪ Zip/Postal Code</td>
</tr>
<tr>
<td>▪ Phone</td>
</tr>
<tr>
<td>2. Directory Work Address</td>
</tr>
<tr>
<td>▪ Building, Room, Work Phone</td>
</tr>
<tr>
<td>3. Continue</td>
</tr>
</tbody>
</table>

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](image)

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.

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).
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]

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]
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.

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.

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).
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.

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.
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](image)

### 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](image)
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.

<table>
<thead>
<tr>
<th>Enter cost information</th>
<th>Cost object distribution must equal 100%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Object</strong></td>
<td><strong>Percent</strong></td>
</tr>
<tr>
<td>1509500</td>
<td>100%</td>
</tr>
<tr>
<td>Add another cost object</td>
<td></td>
</tr>
<tr>
<td>Charge to Off-Campus?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

▶ 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.

<table>
<thead>
<tr>
<th>Enter sponsor information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Sponsor: Prof. Violet Rutherford</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Enter comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highest Degree: Doctor of Philosophy 44.29 PhD 1994. UNIVERSITY OF CALIFORNIA-LOS ANGELES</td>
</tr>
</tbody>
</table>

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.
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**

- Name Prefix
- Employee Name
- Employee MT ID
- Gender
- Date of Birth
- SSN
- Home Address/Phone

**Transaction Details**

- Transaction Type: Hire
- Job Title: Professor
- Position Number/Title: 136124 - Professor
- Department: 10000429 - Biology
- Number/Name
- Begin Work Date: 09/01/2010
- End Work Date: 12/31/2010
- Percent Effort: 100%
- Annual Salary: $116,000
- Pay Basis: 0 month modified annual plan
- Shift Eligibility: No
- Cost Object(s): 1509500 - 100% - BIOLOGY-HEADQUARTERS COSTS
- Change to Off Campus: No

**Additional Pay Details**

- Annual Salary: $116,000.00
- Appointment Pay Dates: 07/01/2010 – 12/31/2010
- Fiscal Year Pay Dates: 07/01/2010 – 06/30/2011
- Monthly Gross Pay: $9,585.87
- Fiscal Year Change Dates: 09/01/2010 – 06/30/2011
- Monthly Distribution Charge: $12,888.80
- Total Pay/Charge for FY: $116,000.04

**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 1024, UNIVERSITY OF CALIFORNIA-LOS ANGELES

**Send Change Notifications**

- Select required approvers, CC email addresses

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**Send hire notifications**

- Approver: Training Instructor 2
- Dean's Office: Assistant Professor
- CC these addresses: (e.g., doe@mit.edu, momth@mit.edu)

**Submit**
To Enter Citizenship Data:

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

   ![Enter citizenship data](image)

   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](image)

   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](image)

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](image)

To select Change Notifications and Submit:

1. **Approvers** – Check one or more 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.