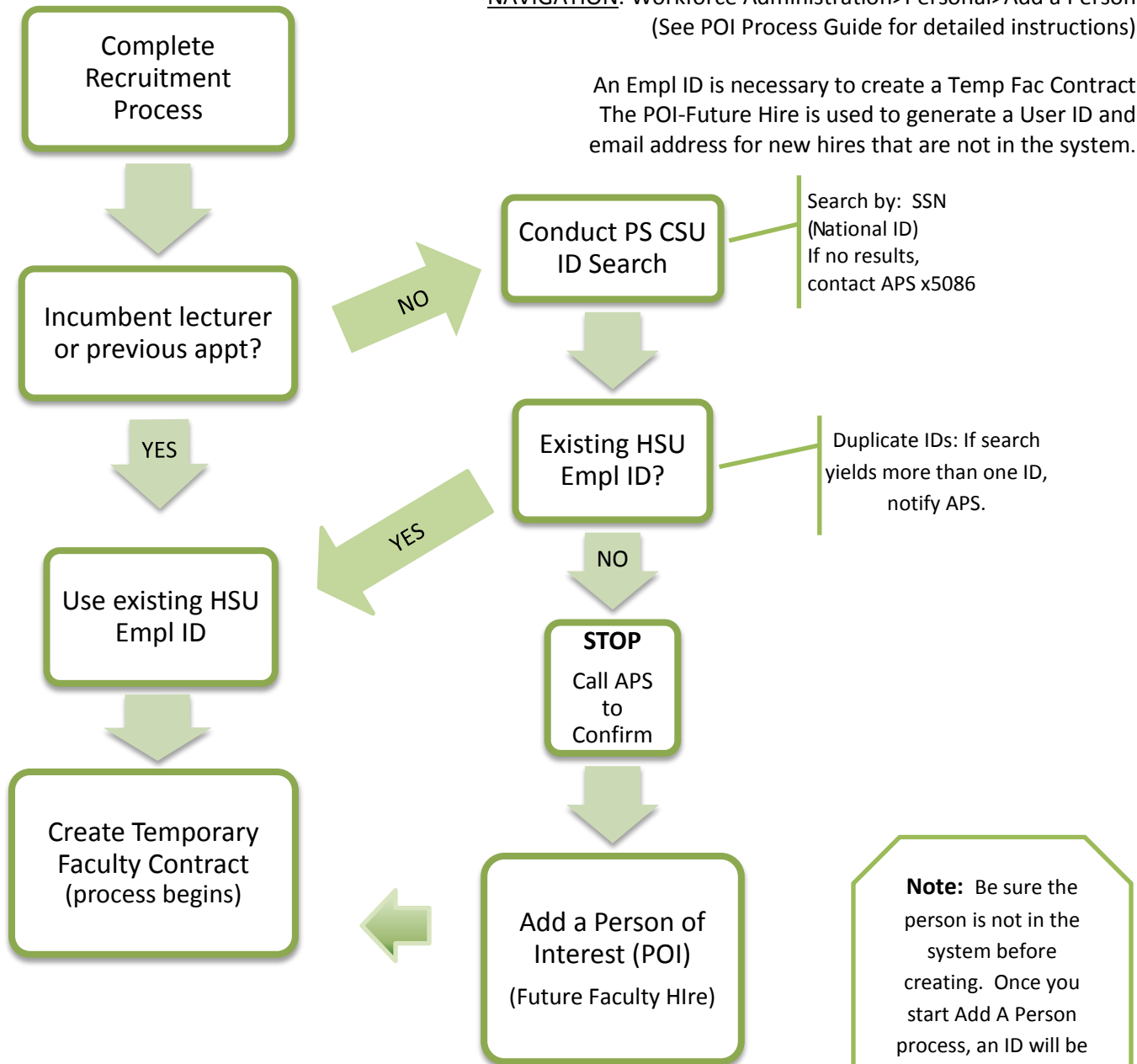


TF CONTRACT PROCESS

HSU Empl ID Search; POI Future Hire

NAVIGATION: Workforce Administration>Personal>Add a Person
(See POI Process Guide for detailed instructions)

An Empl ID is necessary to create a Temp Fac Contract
The POI-Future Hire is used to generate a User ID and email address for new hires that are not in the system.



Enter ONLY the following:

1. Effective Date – must be prior to the first appointment.
2. Name – do not enter a Prefix
3. Birthdate – Required for User ID creation.
4. SSN – National ID Type.
5. Email address – Email Type: *Personal*; check Preferred Box
6. Chose Person of Interest – Future Hire Faculty for Org Relationship.
7. Security Access Type _ POI-Dept; SetID- HMCMP; Dept ID#.
8. Planned Exit date – Enter 10/1/xx, 2/1/xx, or 8/1/xx depending on term
9. More Information box -add the created Date, Dept and Initials.
10. SAVE