Non-Compensated Employee Hire

1.	Before beginning to process any Non-Compensated Employee Hire, be sure to make note of the position number to which the employee will be assigned. Verify that the position number is correct BEFORE doing the Hire action. Many data fields will be populated in the employee record based on the position number selected, so it is imperative that the correct one is used.
2.	Click the **Administer Workforce** link. Administer Workforce
3.	Click the **Administer Workforce (USF)** link. Administer Workforce (USF)
4.	Click the **Use** link. Use
5.	Click the **Hire** link. Hire
6.	NOTE: Do not change the **Empl Rcd Nbr**. It must remain "0." Click the **Add** button. Add
7.	In the **Actual Effective Date** field, type the date the appointment is to become effective in the system. Enter the desired information into the **Actual Effective Date** field. Enter a valid value, e.g. "**12/15/2003**".
8.	Click in the ***Reason Code** field.
9.	Enter "CTE" (Conversion to EHRP) in the **Reason Code** field. Enter the desired information into the ***Reason Code** field. Enter a valid value, e.g. "**CTE**".
10.	Click in the **NOA Code** field.
11.	Enter **NOA** (Nature of Action) **Code** "900" (Conversion to EHRP). Enter the desired information into the **NOA Code** field. Enter a valid value, e.g. "**900**".
12.	Click in the **NOA Ext** field.
13.	Enter the **NOA Ext** (Extension) "7". NOTE: The **NOA Ext** has been carried over from the IMPACT 4-digit NOA codes. If, for example, the NOA Code in IMPACT was "1010," the NOA Code in EHRP is "101" with a NOA Ext of "0." Enter the desired information into the **NOA Ext** field. Enter a valid value, e.g. "**7**".
14.	Enter the applicable authority in the **Authority (1)** field.
15.	Click the **Personal Data** tab. Personal Data

16.	Click the **Prefix** list.
17.	From the dropdown menu, select the **Prefix** for the person being entered. MR
18.	Click in the **First Name** field.
19.	Enter the desired information into the **First Name** field. Enter a valid value, e.g. "**FRANK**".
20.	Press **[Tab]**.
21.	Enter the desired information into the **Middle** field. Enter a valid value, e.g. "**G**".
22.	Press **[Tab]**.
23.	NOTE: While EHRP accepts last names with an apostrophe, the legacy system does not. For last names with an apostrophe, leave a space in lieu of the apostrophe. For hyphenated last names, leave a space in lieu of the hyphen. Enter the desired information into the **Last Name** field. Enter a valid value, e.g. "**HERSCHEL**".
24.	Press **[Tab]**.
25.	Enter the **Suffix**, if applicable. Enter the desired information into the **Suffix** field. Enter a valid value, e.g. "**JR.**".
26.	Click the **Male** option.
27.	Enter the **Citizenship Status** Click the **Lookup Citizenship Status** button.
28.	Click the **Lookup** button. Lookup
29.	Select the desired **Citizenship Status**. NOTE: The default is "1" for US citizen. U.S. Citizen
30.	Click the **Ethnic Group** list.
31.	Use the dropdown menu to select **Ethnic Group**. NOTE: Upon save, this field will diasappear from view. Click **White, not of Hispanic origin** White, not of Hispanic origin
32.	Click in the ***Date of Birth** field.
33.	Enter the desired information into the ***Date of Birth** field. Enter a valid value, e.g. "**08/12/1968**".
34.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.

35.	Click the **Education Details** link. Education Details
36.	NOTE: The Education Details panel will appear upon saving the hire action if the education details have not been entered. Education Details must be entered in order to save the action. Enter the desired information into the **Degree** field. Enter a valid value, e.g. "**17**".
37.	Click in the **Year Earned/Expected** field.
38.	Enter the desired information into the **Year Earned/Expected** field. Enter a valid value, e.g. "**1997**".
39.	Enter the employee's GPA if applicable. Press **[Tab]**.
40.	Enter the desired information into the **GPA** field. Enter a valid value, e.g. "**3.6**".
41.	Confirm the status of the **Graduated** checkbox, if known. Click the **Graduated** option.
42.	Click in the **Major Code** field.
43.	Note: The Major Codes are the OPM values. Enter the desired information into the **Major Code** field. Enter a valid value, e.g. "**089999**".
44.	Click the **Ok** button. OK
45.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
46.	Click in the **National ID** field.
47.	Enter the **National ID**, which is the employee's Social Security Number (SSN). Enter the desired information into the **National ID** field. Enter a valid value, e.g. "**105831425**".
48.	Scroll as necessary to view the rest of the page. Click the horizontal scrollbar.
49.	Click the **Job** tab. Job
50.	Enter the desired information into the **Position** field. Enter a valid value, e.g. "**00000196**".
51.	The **Position Override** checkbox will allow the user to modify the position management data for this employee. This function is to be used on a limited basis for extreme EXCEPTIONS. If the box is checked, the employee's data must be maintained manually, and automatic action functionality will be disabled for this employee record.
52.	Click the **Position** tab. Position

53.	Click in the ***Pay Group** field.
54.	Enter the **Pay Group** - "CCN". The **Employee Type** field will automatically default to "C" for Commissioned Corps. Enter the desired information into the ***Pay Group** field. Enter a valid value, e.g. "**CCN**".
55.	Click the **Compensation** tab. Compensation
56.	Click the **Accounting Info** link. Accounting Info
57.	Click in the **Account Code** field.
58.	Enter the CAN in the **Account Code** field. Enter the desired information into the **Account Code** field. Enter a valid value, e.g. "**1921R411**".
59.	Click the **Ok** button. OK
60.	Change the **PAR Status** according to your role. Click the **Save** button. Save
61.	The information is saved. After the Commissioned Corps Non-Compensated Hire action is completed, you do not need to transmit the employee address to Payroll. **End of Procedure.**