

Iowa Department of Human Services
New Employee

Additional Information for this Business Process

Some additional information is needed when setting up a new employee. Make sure that you have:

1. State email address created (via Department of Information Technology)
2. Position Number identified
3. Advanced Appointment Rate/Recruitment Bonus (if applicable) to attach
4. NeoGov Req #

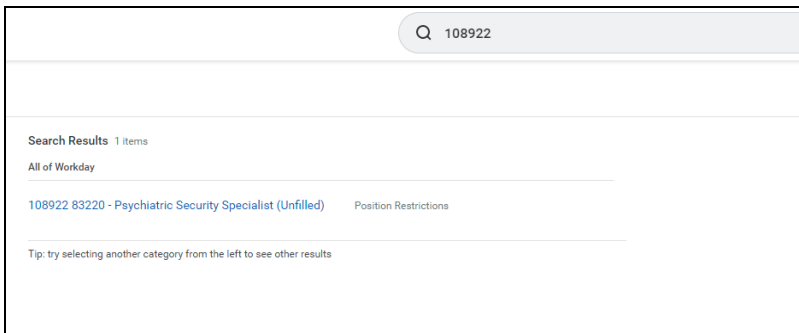
Process:

Make sure that the following are completed or present as applicable:

1. Background check done
2. Approved AAR (if applicable) obtained
3. Offer letter obtained from hiring manager
4. State email address obtained from IT
5. HIRE BP
6. Hire on NeoGov list
7. Add employee to Kronos (if salaried turn export flag off)

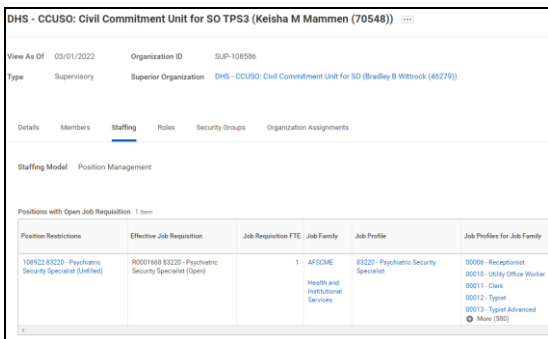
To Hire BP:

1. Search open position number you are trying to fill:

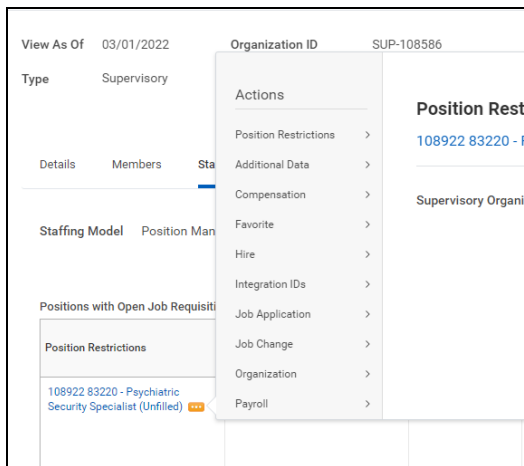


Or,

Search the Supervisory Organization where the open position is via the **Staffing** tab:



...at the end of the position, select **Hire** then **Hire Employee**.



Enter new employee's name in **search**:

- ◆ If the person generates, they have previously worked for the state and you will use that profile → Select Hire
- ◆ If the search has no results you will select **Create New Pre-Hire**

The screenshot shows a 'Search for Person' form. It has a dropdown menu for 'Country' set to 'United States of America'. There are input fields for 'First Name', 'Middle Name', 'Last Name', 'Email Address', 'Country Phone Code' (set to 'United States of America (+1)'), and 'Phone Number'. There is also an 'ID Type' field. A 'Search' button is located at the bottom left of the form.

Information from the above **Search for Person** screen will be auto populated into the following screen.

Hire Employee

Source

Referred by

Comment

Position 108922 83220 - Psychiatric Security Specialist (Unfilled)

Allow Duplicate Name

Legal Name Information **Contact Information**

Country *

Prefix

First Name *

Middle Name

Last Name *

Suffix

Select the **Contact Information** tab and fill in the required fields:

Phone: Personal, take from offer letter

Address: Personal, take from offer letter

Email: Work, this is from IT. This field is important for Learnsoft trainings to be available on the first day.

Legal Name Information **Contact Information**

Phone

Add

Address

Add

Email

Add

Instant Messenger

Add

Web Address


Add

OK Cancel

Click **OK**.

RC-0155 (04/22)

Hire Employee 0/0
101

 [Redacted]

Details

Pre-Hire

Profile

Pre-Hire ID A004905


Supervisory Organization * DHS - CCUSO: Civil Commitment Unit for SO TPS3 (Keisha M Mammen (70548))

Position

Click **Submit**.

Hire Employee

Hire Employee [Redacted] ... DHS - CCUSO: Civil Commitment Unit for SO 1

Hire Date * 

Reason *

Job Details

Position *

Job Requisition R0001668 83220 - Psychiatric Security Specialist (Open)

Employee Type * Regular

Job Profile *


Time Type * Full time

Location * Cherokee MHI

Work Space

Pay Rate Type

> Additional Information



Attachments

Hire Date: date employee starts

Reason: Select **Hire Employee** then **New hire** then **Additional Information: Work Shift**. This is important for shift differential generating purposes.


Comments: Enter the job req. # from NeoGov

Attachments: Attach the offer letter **and**, if applicable, approved M40; advanced appointment rate, and/or recruitment bonus. Pre-Audit cannot see the attached M40 if not attached in this first section, will likely send it back if the approved M40 isn't attached in the right spot.


Change Personal Information

Change Personal Information

Gender


Gender * 

Date of Birth


Date of Birth * 

Age

Race/Ethnicity

Race/Ethnicity * 

Citizenship Status

Citizenship Status 

This information **can** be obtained from the background check form.

Compensation

◆ Fill in Allowance information:

- Shift Differential
- Med Pass
- Recruitment Payment
- Retention bonus
- Lead Worker

Hourly

Assignment Details ✕ ✎

- 0.00 USD Hourly added

Plan Name

- Hourly Plan added

Effective Date

- 03/07/2022 added

Add

Allowance

Assignment Details ✕ ✎

- 0.75 USD Hourly added

Plan Name

- Med Passer Allowance added

Effective Date

- 03/07/2022 added

Add

Government ID

This information **can** be obtained from background check form.

Edit Government IDs

Proposed IDs

National IDs 1 item

	*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date
	United States of America	Social Security Number (SSN)			MM/DD/YYYY	MM/DD/YYYY

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date
No Data				

Previous IDs

National IDs 0 items

*Country	*National ID Type	Current ID	Add/Edit ID	Issued Date	Expiration Date	Issued By	Series
No Data							

Additional Government IDs 0 items

*Country	*Government ID Type	Identification #	Issued Date	Expiration Date	Ve
No Data					

Add Probation Period

Select **Reason**, then **New Hire**.

Instead of adding the dates, enter in the Probation Duration boxes: 6; unit: Month(s)—this will generate accurate probation end date.

Add Probation Period [Redacted] ...

Location Cherokee MHI

Type * [X] [Close] [Menu]

Reason * [X] [Close] [Menu]

Probation Length

Probation Start Date * [Calendar]

Probation End Date * [Calendar]

Probation Duration Unit [Dropdown]

Note

Process History

Manage Probation Period - Awaiting Action

Attachments

Drop files here
or

Click **Submit**.

Stop Pre-Audit Approves

Edit Additional Data:

- ◆ Update the next increase – new employee will be 6 months from start date. At the end of probation, the employee will get a merit increase.
- ◆ If this date isn't accurate, the employee will not be able to get a pay increase unless you enter the accurate date.

Inbox

Actions Archive

Viewing: All [Dropdown] Sort By: Newest [Dropdown]

Hire: [Redacted] 59 second(s) ago - Effective 03/07/2022 [Star]

Edit Additional Data Hire: [Redacted] ...

Custom Object Worker Next Increase Date 59 second(s) ago - Effective 03/07/2022

Move Next Increase Data from Pre-Hire to Hire

Worker Next Increase Date

Next Increase Date * [Calendar]