Chapter 5

New Hire/Rehire Request

Chapter Topics

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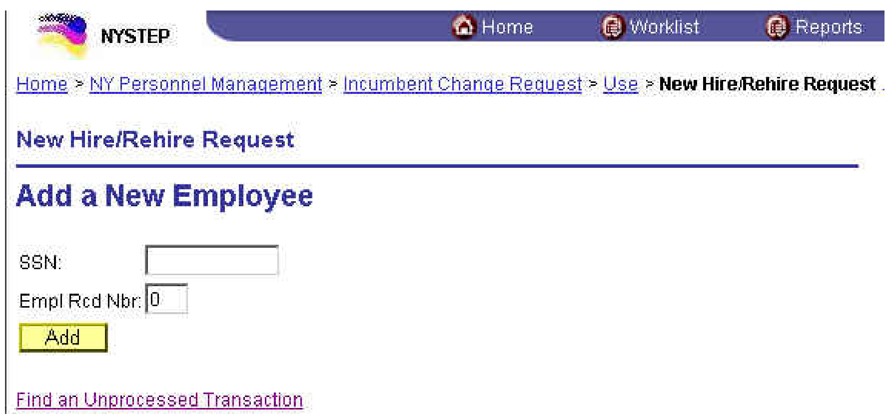
New Hire/Rehire Request

New Hire/Rehire Request is used to submit a HIR transaction for a person who has no record on NYSTEP, no record on APPS, or no record in Deleted APPS History. It is also used to submit a REH transaction for a person who has no record on NYSTEP.

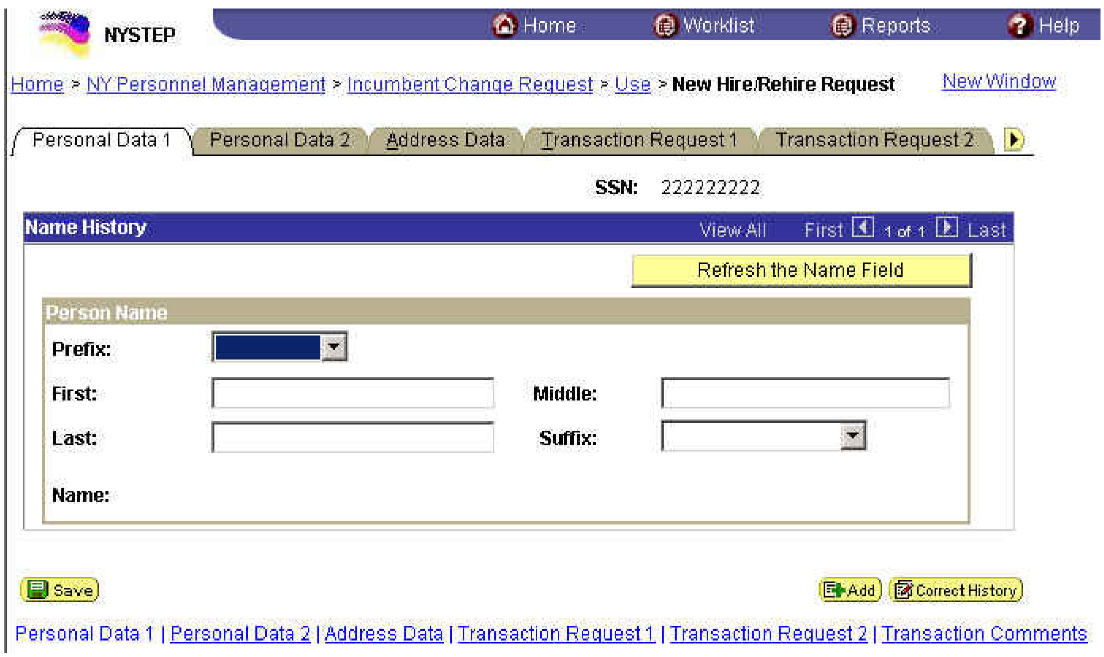
Access the Page

1. Click **NY Personnel Management**, **Incumbent Change Request**, **Use**, **New Hire/Rehire Request**.
   The New Hire/Rehire Request search dialog box will display.



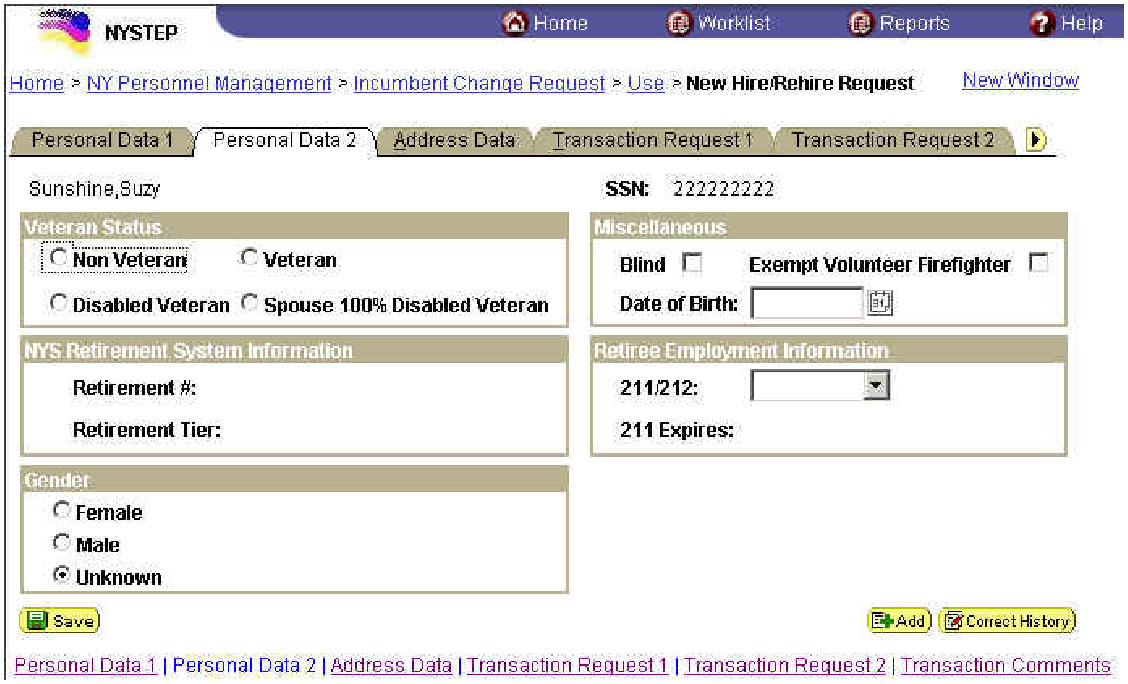
2. In the **SSN** field, type the Social Security Number for the employee. Press **Add**.
   *A blank **Personal Data 1** page displays with the SSN of the employee in the right top corner. The page tabs for the entire component display as well.*

Personal Data 1 Page Field Descriptions



Field	Description
SSN	The employee's Social Security Number.
Refresh the Name Field	Push after entering the employee's name to check for accuracy.
Prefix	The prefix (i.e. Miss, Mrs. etc.).
First	The employee's first name.
Middle	The employee's middle name.
Last	The employee's last name.
Suffix	The employee's suffix (i.e. Jr., Sr.) if any.
Name	The complete name. Only displays after the **Refresh the Name Field** button is pressed, or the transaction is saved or submitted.

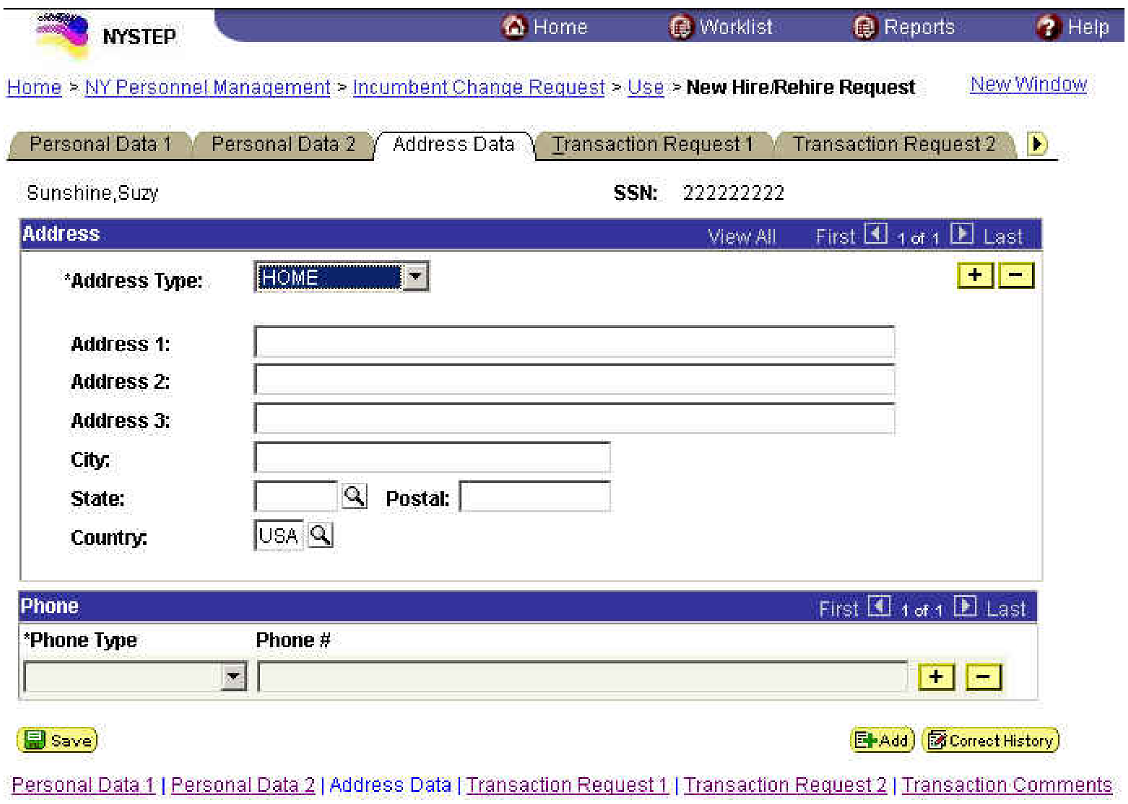
Personal Data 2 Page Field Descriptions



Field	Description
Name	The employee's name.
SSN	The employee's social security number.
Veteran Status	Area of the page that displays an employee's veteran status. No default; select a radio button to indicate status. **Required field**.
Miscellaneous	
Blind	Checkbox to indicate that the employee is blind.
Exempt Volunteer Firefighter	Checkbox to indicate that the employee is an exempt volunteer firefighter.
Date of Birth	The employee's date of birth.
NYS Retirement System Information	The area of the page that indicates the employee's retirement information.
Retirement #	The employee's retirement number.
Retirement Tier	The employee's retirement tier.
Retiree Employment Information	

Field	Description
211/212	The area of the page that indicates whether the employee is working under Section 211 or 212.
211 Expires	The date the employee's approval for 211 ends.
Gender	The employee's gender. The default is *Unknown* value. Select a radio button to indicate gender.

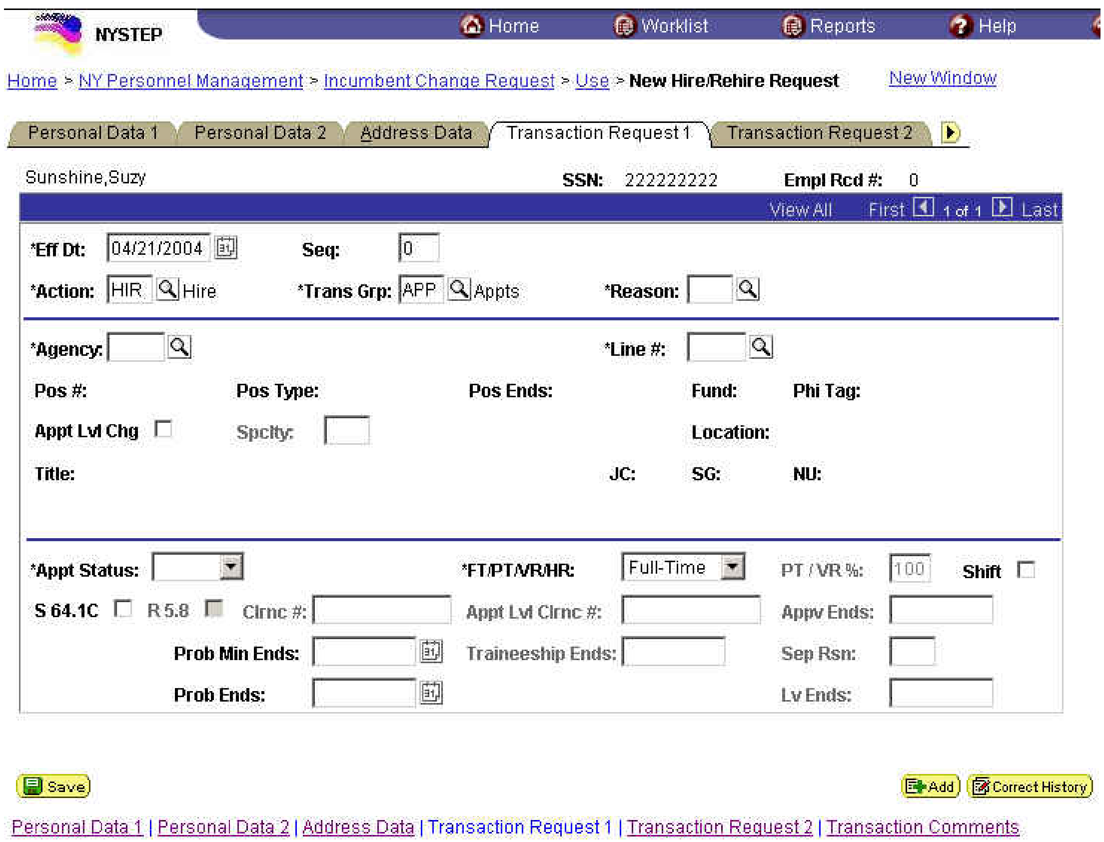
Address Data Page Field Descriptions



Field	Description
Name	The employee's name.
SSN	The employee's social security number.
Address Type	The employee's address type (i.e. home or mail).
Address 1,2,3	The employee's street address.

Field	Description
City	The city where the employee lives.
State	The state where the employee lives.
Postal	The zip code where the employee lives.
Country	The country where the employee lives.
Phone Type	The phone type (i.e. home, cell, etc).
Phone #	The employee's phone number.

Transaction Request 1 Page Field Descriptions



NOTE: Not all of the following fields will be used with all transactions entered through **New Hire/Rehire Request**.

Field	Description
Name	The employee's name.
SSN	The employee's Social Security Number.
Empl Rcd#	(Employment Record Number) If an employee is (or was) being paid simultaneously from two or more positions with different titles or status within one agency, OR two positions in different agencies, the record of transactions against each position is retained separately by Empl Rcd#. For this component, Empl Rcd# is always 0.
Eff Dt	(Effective Date) NYSTEP defaults Eff Dt to the current, system date. This date typically will need to be changed to reflect the date on which the transaction takes/took effect. In NYSTEP, Eff Dt is BOB (beginning of business).
Seq	(Effective Sequence Number) When two or more transactions are submitted for the same employee with the same Eff Dt, each transaction must be assigned an Eff Seq number. This number relays the order in which the transactions take (took) place. The transaction that must take place first is processed as Eff Seq number 0, the second as Eff Seq number 1, and so on.
Action	The action code of the transaction being processed.
Trans Grp	The transaction group code of the transaction being processed.
Reason	The reason code of the transaction being processed.
Agency	(Agency Code) The agency code(s) for which a user may process transactions is linked to user ID and operator class. If an agency is comprised of only one agency code, that agency code and agency name will be supplied on the page and cannot be changed. If an agency group is comprised of more than one agency code, and the user has access to all agency codes within the group, these codes are available on the prompt table and are accessible using the in the field.
Line #	(Line Item Number) Once the item number has been entered and the user has pressed the **Tab** key, the position attribute fields are populated: **55b/55c**, **Pos #**; **Pos Type**, **Pos Ends**; **Fund**, **Phi Tag**, **Rate** (only if H - Hourly), **Location**, **Title**, **JC**; **SG**; and **NU**.
Pos #	The position number assigned to a position at its creation. Does not change throughout the life of the position.

Field	Description
Pos Type	Indicates whether the position is Permanent, Temporary, or Seasonal.
Pos Ends	The date a temporary or seasonal position is to end.
Fund	The fund from which the position is paid: GEN=General Fund Type SRF=Special Revenue, Federal SRO=Special Revenue, Other ENT=Enterprise INT=Internal Service FID=Fiduciary CAP=Capital Service DBT=Debit USP=unspecified
Phi Tag	The field will display P for a noncompetitive position designated as policy influencing or C for a noncompetitive position designated as confidential, or will be blank.
Appt Lvl Chg	(Appointment Level Change) This check box should be marked if the position is being filled at a title other than budgeted and a salary grade lower than the budgeted level. Once selected, the **Appt Lvl Title** fields are activated.
Spclty	(Specialty) This field is used to indicate the specialty of a position for which specialties are required such as Teacher, Vocational Instructor and Research Scientist.
Location	The geographic location of the position.
Title	The Title Code and Title of the position. If **Appt Lvl Change** is not selected, it is also the title code and title of the employee.
JC	The Jurisdictional Class of the position. If **Appt Lvl Change** is not selected, it is also the JC of the employee.
SG	The Salary Grade of the position. If **Appt Lvl Change** is not selected, it is also the salary grade of the employee.
NU	The Negotiating Unit of the position. If **Appt Lvl Change** is not selected, it is also the NU of the employee.
Appt Lvl Title	The title code and title of the employee.
JC	The Jurisdictional Class of the employee.

Field	Description
SG	The Salary Grade of the employee.
NU	The Negotiating Unit of the employee.
Appt Status	(Appointment Status) Complete this field either by using the drop down list to display the values OR by typing a P for Permanent, C for Contingent Permanent, or T for Temporary. **Exception**: When using the reason code PEX, the system will populate the field with Provisional status. This will also be the case of other action reasons that can be used with only one Appt Status i.e. CVS (canvass) will populate with Temp.
FT/PT/VR/HR	(Full-Time/Part-Time/Voluntary Reduction in Work Schedule/Hourly) Full-Time is the default value with the **%PT/VRWS** field displaying 100%. If this field needs to be changed, use the drop down list to display the values OR type P for Part-Time, V for VRWS. When any value other than Full-Time or Hourly is displayed, the **% PT/VR/HR** data field becomes available. If the position is classified as Hourly and the **Rate** field is populated with an H, the system automatically completes the **FT/PT/VR/HR** with Hourly and the field cannot be edited.
PT/VR%	(Percent Part-Time/Voluntary Reduction in Work Schedule) Any number between 1 and 99 can be entered for the part-time percent. A VRWS percent must be entered in increments of five between 70 and 95.
Shift	(Shift) This check box must be marked if the clearance number provided for the transaction is for a shift other than the agency's standard day shift hours.
S 64.1C	(Section 64.1C of NYS Civil Service Law) This check box is marked to indicate that the transaction is being submitted in accordance with the provisions of Section 64.1C of NYS Civil Service Law.
R 5.8	(§5.8 of the Rules for Classified Service) Blank and gray for this type of transaction.

Field	Description
Clrnc #	(Clearance Number) After a Clearance Number is entered and the user has pressed the **Tab** key to activate the field edits, the number is validated by NYSTEP against the RIF system. The location for which the clearance number was obtained must match the location of the position on NYSTEP.
Appt Lvl Clrnc #	(Appointment Level Clearance Number) This field only displays when the **Appt Lvl Change** check box is marked. A Clearance Number must be entered for both the budgeted level and the appointment level of the position except for appointments to traineeships or mandatory advances.
Appv Ends	(Approved Through Date) This field is not available to the user. NYSTEP completes the field with an end date of a temporary service or seasonal position OR with the maximum allowable duration of an appointment, whichever is less. These end dates can be superceded by an end date assigned by DCS.
Prob Min Ends	(Probation Minimum End Date) Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the minimum allowable probationary period.
Traineeship Ends	(Traineeship End Date) The system will calculate the traineeship end date for the original appointment to a traineeship title and for a mandatory advance within a traineeship. If intervening transactions take place during the traineeship, the agency must enter any necessary adjustment to the traineeship end date.
Sep Rsn	(Separation Reason) Blank and gray for this type of transaction.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Prob Ends</td><td>(Probation End Date)

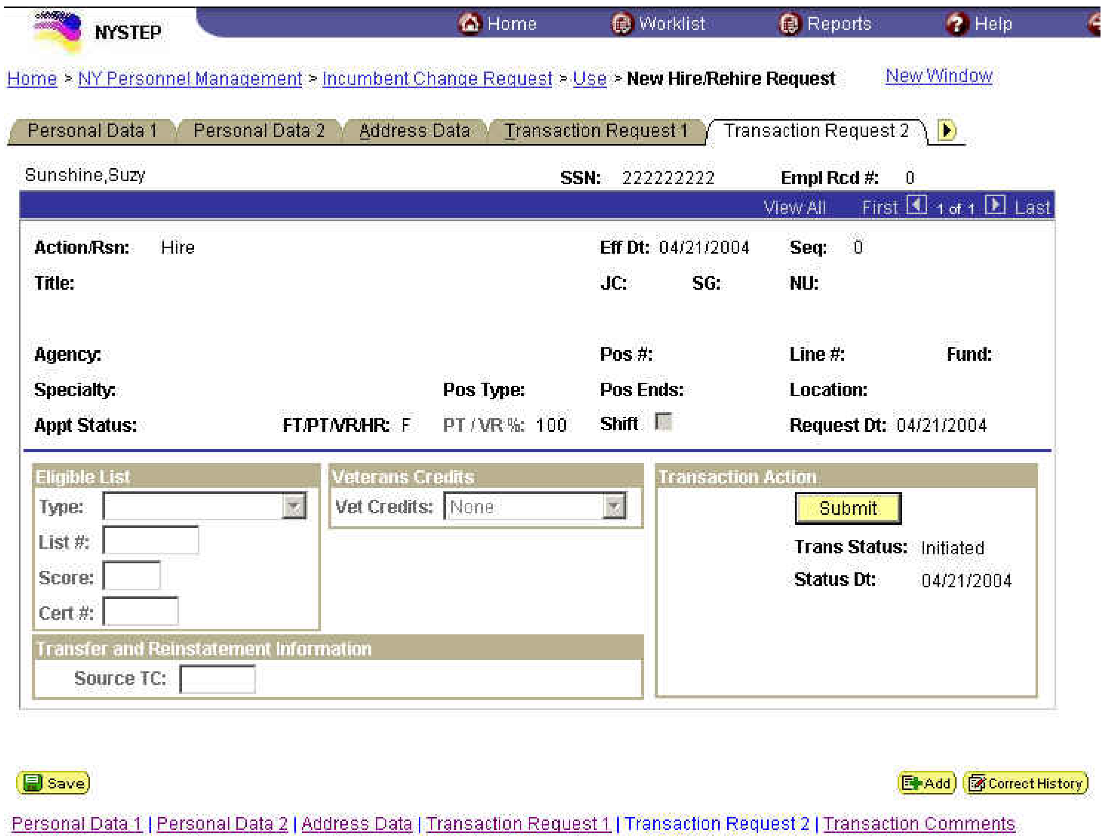
Calculated by NYSTEP, except where noted on the following chart. Field displays the end date for the maximum allowable probationary period.

EXCEPTIONS:
■ Probation end dates must be entered by the agency for Teachers and Vocational Instructor 3 & 4.
■ Probation end dates must be entered by the agency for transactions utilizing the following reason codes:
Reason Code Short Description
APT APPOINT
APP APPT SP/MN

■ Probation end dates must be entered by the agency when the employee is required to complete a probationary period for transactions utilizing the following reason code:
Reason Code Short Description
TRF TR FUNCTION</td></tr>
<tr><td>Lv Ends</td><td>(Leave End Date)

Blank and gray for this type of transaction.</td></tr>
</table>

Transaction Request 2 Page Field Descriptions



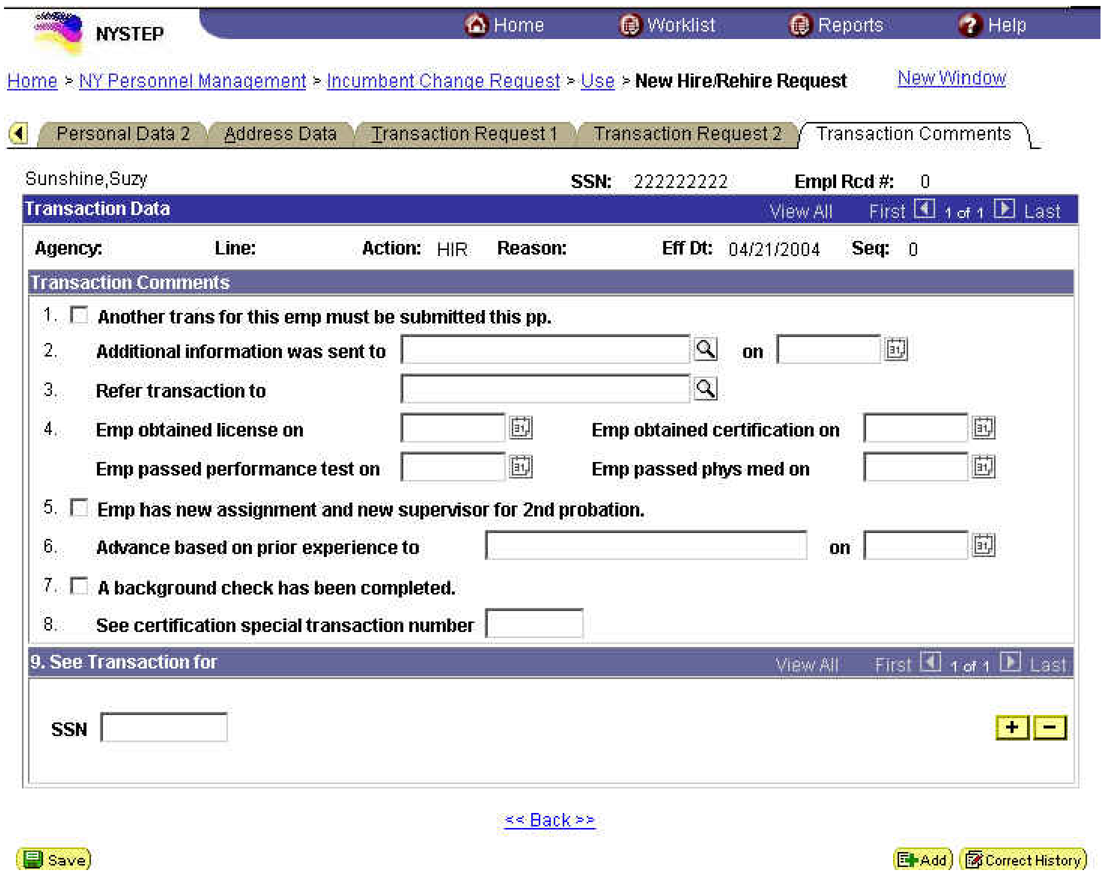
The top half of the **Transaction Request 2** page displays information captured from **Transaction Request 1**. No data entry is available in this section.

Field	Description
Eligible List	
Type	If the transaction being processed is a list appointment (DPT, IDP, MIL, or OCM), a selection from the drop down must be made. The choices are: **Certified List**; **Decentralized Exam List**, **Decentralized List**; or **Managed Placed List**.
List #	(Eligible List Number) Required for DPT, IDP, MIL, OCM, POR, and 6MO.

Field	Description
Score	(Exam Score) Required for DPT, IDP, MIL, and OCM. Available veterans credits are included in the score that appears on COELS or on the paper cert. If veterans credits are waived, enter the score after subtracting the veterans credits.
Cert #	(Certification Number) Required if Type is Certified List. Optional if Type is Managed Placed or Decentralized Exam List. No entry is allowed for Decentralized List.
Vet Credits	The default is none. If the appointee has Veterans Credits available, a selection must be made from the drop down. The choices are: Used – Disabled, Used – Non-Disabled, or Waived. Note: if a selection other than None is made, and Veterans Status on the **Personal Data 2** page indicates Non Veteran, an error message notifies the user of the discrepancy.
Source TC	(Source Title Code) Blank and gray for this type of transaction.
Submit	(Submit Button) The **Submit** button subjects the transaction to additional edits and displays any errors or warnings. NYSTEP then transmits the transaction to DCS for review and approval. Once a transaction has been submitted, it can only be viewed. It cannot be changed at the agency level.
Trans Status	(Transaction Status) The information displayed in this field will change as a transaction proceeds through the approval process. The Trans Status values are as follows: **Initiated** – The agency has begun work on the transaction, OR a transaction has been saved, but not submitted, the status will display as Initiated. **Requested** – The agency has submitted the transaction to DCS. **Approved** – The Status Examiner has approved the transaction, but it has been forwarded to the Special Transactions Unit for further processing. **Processed** – DCS has approved the transaction or the transaction has been virtually approved, and the information has been posted on NYSTEP. **Denied** – DCS has disapproved the transaction.

Field	Description
Status Dt	(Status Date) The date the displayed **Trans Status** took place.

Transaction Comments Page Field Descriptions



All personnel Transaction Request components have a Transaction Comments page. Agencies can use this page to convey specific information with a transaction. While none of the fields on this page are required, using the Transaction Comments page will decrease the number of telephone, email, or faxed communications between agencies and the Status Examiners and Staffing Services Representatives.

There are nine different numbered comments on this page. The following is a description when to use the different comments.

Comment	Description
#1	Check this box to alert the Status Examiner that an additional transaction must be submitted for this employee within the pay period. Please note that the Status Examiner won't see this comment until the transaction is opened. If you need to submit a second transaction within a short timeframe, you may also want to telephone your Status Examiner so the first transaction can be given priority.
#2	If you have faxed or emailed information pertaining to the transaction to a Status Examiner, you indicate so here. The lookup contains the names of all Civil Service personnel with Status Examiner authority. You can enter the date sent, or use the to select the date.
#3	If you have been dealing with a Staffing Services Representative about a transaction, you can alert the Status Examiner that the transaction should be referred to that Staffing Representative by using this comment. You should only use this field if the Staffing Representative indicates that they need to see the transaction. The lookup includes the names of Staffing Services Representatives.
#4	If the individual was required to meet one of the listed conditions for appointment, enter the date the condition was met or use the to select a date.
#5	Check this box to attest that the requirements for a second probationary period have been met.
#6	Some examinations for title series such as Legal Careers, Accountants, and Auditors allow appointments at various levels depending on the eligibles' qualifications. If you are appointing to a title that is not the beginning level in one of these title series, you should submit your transaction appointing the eligible to the beginning level of these series and use this comment to notify the Status Examiner that the individual should be advanced to a higher level. For example, if you are appointing from the Auditor Eligible list and the individual is qualified to be appointed at the Auditor Trainee 2 level, submit the transaction appointing the person as an Auditor Trainee 1 and enter Auditor Trainee 2 and the date the person is eligible to advance in this comment box. You can select a date from the .
#7	Use this comment to indicate that you have completed a required background check.

Comment	Description
#8	If you have discussed the transaction with someone in the Certification Unit and have been issued a certification special transaction number, enter that number here.
#9	If the transaction is related to another transaction or transactions, you can alert the Status Examiner that there are other transactions that will affect it by using this box. Enter the Social Security Number of the person for whom a related transaction has been submitted. That person's name will display. If you have a series of related transactions, you can enter the Social Security Numbers of all individuals with related transactions by inserting a row (use the insert a row + icon).

Work with the Page

1. In the **Prefix** field, click the ▼ and select the appropriate prefix (or leave blank). Press **Tab**.

2. In the **First** field, type the employee's first name. This field is required. Press **Tab**.

NOTE: The **First Name** field requires entry of at least one alpha character. No numbers, spaces, or hyphens are allowed. Preferred entry is the first letter upper case, and the rest lower case, but the system will automatically format the entry.

3. In the **Middle Name** field, type the employee's middle name. This is an optional field, but follows the same edits as the **First Name** field.

4. In the **Last Name** field, type the employee's last name. This field is required.

NOTE: The **Last Name** field requires entry of at least one alpha character. Hyphens and spaces are allowed with some constraints. Allowable formats are:

Doe; Doe Smith; Doe-Smith; Doe Smith-Jones; Doe-Smith Jones.

If you enter DoeSmith, the system will change it to Doesmith. If you enter Doe-smith, the system will change it to Doe-Smith. If you enter Doe – Smith, Doe Smith – Jones, or Doe – Smith Jones, or other combinations with extra spaces, you will get an error.

5. If appropriate, in the **Suffix** field, click the and select the appropriate suffix (or leave blank).

6. Press the **Refresh the Name Field** pushbutton. The name will appear in PeopleSoft format in the **Name** field. If there are any errors, correct the appropriate field(s) on the page.

7. Click the **Personal Data 2** Page tab.

8. In the **Veteran Status** workgroup, select the appropriate radio button. This field is required.

9. If the employee is blind, click on the **Blind** checkbox to mark the field.

10. If the employee qualifies as an exempt volunteer firefighter, click on the **Exempt Volunteer Firefighter** checkbox.

11. In the **Date of Birth** field, enter the employee's birth date using the mmddyy format or click the to select the date.

12. **NYS Retirement System Information** no entry is allowed in this workgroup. This will be updated by a feed from the retirement system.

13. If the employee is a 212, enter 212 in the **211/212** field (211 can only be entered by the Civil Service Commission).

14. In the **Gender** workgroup, click the appropriate radio button. The system defaults to *Unknown*.

15. Click on the **Address Data** page tab, and enter the employee's address in the appropriate fields.

NOTE: If more than one address is available, position the cursor in the **Address Type** field and click the insert a Row + icon to insert a new row. Then enter the next address. Repeat this process as necessary.

16. In the **Phone Type** field, click the and select the appropriate selection.

17. In the **Phone #** field, type the employee's phone number.

NOTE: If more than one Phone Number is available, position the cursor in the field and click the insert a Row + icon to insert a new row. Then enter the next phone type and number. Repeat this process as necessary.

18. Click on the **Transaction Request 1** page tab.

19. The **Eff Dt** field defaults to the system date. Press **Tab** to accept this date or click the to select a new effective date. This field is required. Press **Tab**.

NOTE: A transaction may be processed up to 30 days in advance of the effective date. However, all business rules regarding RIF (re-employment list) clearance remain in place.

20. In the **Seq** field, the default value of 0 is displayed. A new hire is the first transaction on a new employee, so this value is correct. Press **Tab**.

21. The **Action** field defaults to *HIR*. Press **Tab** to accept this value. This field is required.

22. The **Trans Grp** field defaults to *APP*. Press **Tab** to accept this value. This field is required.

23. In the **Reason** field, enter the three-character code *OCM* or click the to select the appropriate reason code. Press **Tab**. This field is required.

NOTE: The three-character codes are displayed in the data entry fields and the Short Description to the right.

Based on the Action/Trans Grp/Reason code combination, sections of the page become inactive.

24. If you have access to just one agency, that agency is displayed in the **Agency** field. Press **Tab**.

25. If an agency group is available, in the **Agency** field, enter the appropriate code or press the to access the Lookup list. Press **Tab**.

26. In the **Line #** field, enter the line item number for the position. Press **Tab**.

NOTE: The various attributes for the position are supplied by NYSTEP (**Pos #**, **Pos Type**, **Pos Ends**, **Fund**, **Phi Tag**, **Location**, **Title**, **JC**, **SG**, **NU**). The cursor is now positioned at the **Appt Lvl Change** field.

27. **Appt Lvl Chg**

If the employee is being appointed at the budgeted level, press **Tab** to move to the next field.

OR

If the employee is being appointed to a title other than then budgeted level and salary grade, click the check box to mark **Appt Lvl Chg**. Press **Tab** to move to the next field.

28. If the **Spclty** field is gray, proceed to next step. If not, click the to display a list of valid values. Use the mouse to highlight the appropriate Specialty and double click to select. Press **Tab**.

29. If the **Appt Title** field displays, (This field displays only when the **Appt Lvl Change** box is checked) enter the title code for the appointed position or click the and select the appropriate value. Press **Tab**.

30. Enter the appropriate information in the **JC**, **SG** and **NU** fields. Press **Tab** to move through the fields. All fields are required.

31. In the **Appt Status** field, click the and select the appropriate status.

32. In the **FT/PT/VR/HR** field, click the to select the appropriate value. (The default value displayed is Full-Time.) If the employee will be working Full-Time, press **Tab** to accept the value.

33. In the **PT/VR %** field, if less than 100 percent enter the appropriate percentage the employee will be working.

34. If the employee will be working other than the normal daytime hours of the agency, click the **Shift** checkbox to indicate Shift. Press **Tab**.

35. If the employee is being appointed under the provisions of Section 64.1C, click the **S64.1C** check box. Press **Tab**.

36. The **Rule 5.8** field would be gray for this type of appointment.

37. In the **Clrnc #** field, enter a valid clearance number. Press **Tab**.

38. In the **Appt Lvl Clrnc #** field, provided that the appointment is not for a traineeship or mandatory advance, enter a valid appoint level change clearance number. (Field will only display if **Appt Lvl Change** was marked.) Press **Tab**.

NOTE: Under most circumstances, the **Prob Min Ends**, **Prob Ends** and **Trneeshp Ends** fields, if applicable, will be calculated by NYSTEP when the transaction is submitted. A **Sep Rsn** is not used on a Hire transaction on the Incumbent Change Request module.

39. Click the page tab labeled **Transaction Request 2**.

40. In the **Type** field, click the and select the appropriate value. Press **Tab**. This field is required.

41. In the **List #** field, enter the valid List #. Press **Tab**. This field is required.

42. In the **Score** field, enter the employee's exam Score. Press **Tab**. This field is required.

43. If Certified List was selected in the **Type** field, enter a valid Cert. #. Press **Tab**. This field is required for Certified but optional for Managed Placed and Decentralized Exam List.

44. If applicable, in the **Vet Credits** field click the to select a value. The default value is None. Press **Tab**.

The **Transfer and Reinstatement Information** work group is gray for a New Hire request.

45. If necessary, click on the **Transaction Comments** page tab and add any comments.

The transaction is now complete. Review the data on all pages and make corrections.

46. Press the **Submit** button displayed on the **Transaction Request 2** page to transmit the request.

OR

47. Click Save to Save if additional review or internal approval is needed.

Remember, transaction requests that have been saved but not submitted cannot be processed by DCS. Refer to **Reviewing, Revising and Deleting Transactions** for further instructions.