Creating New Hire
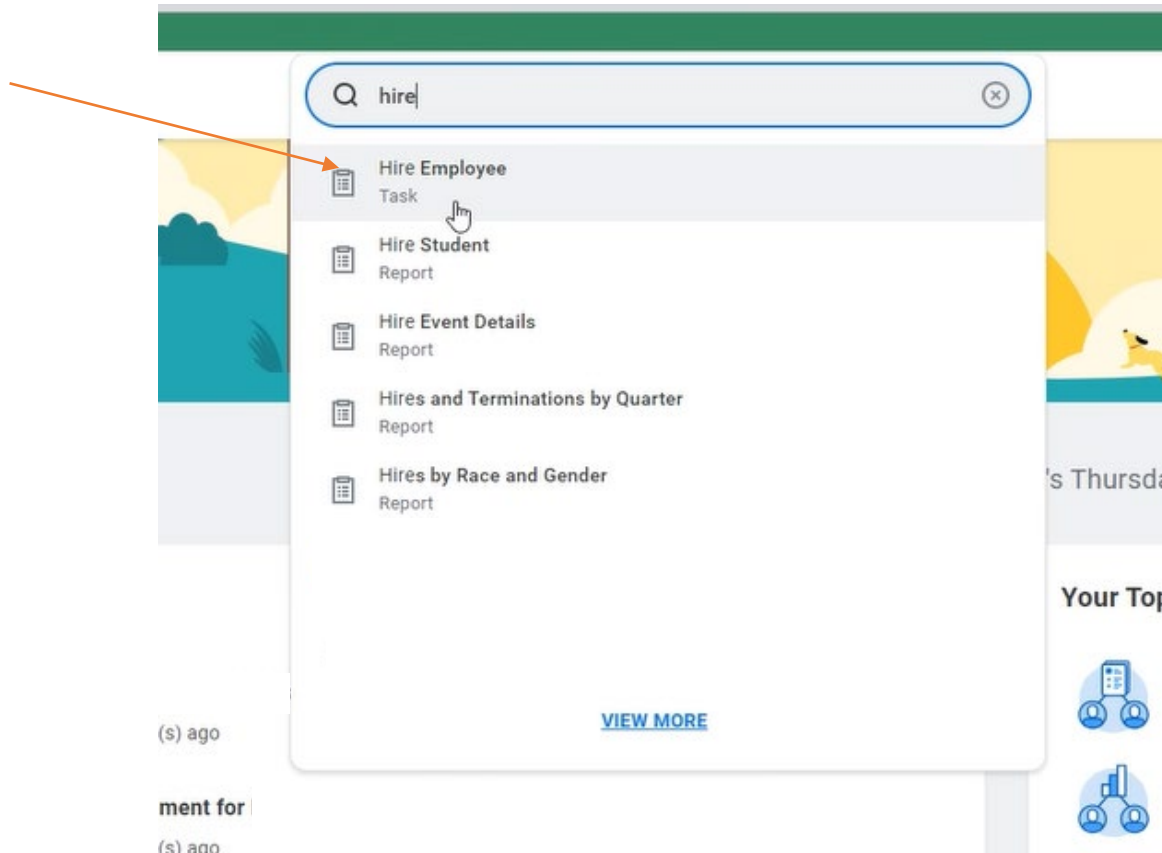
Audience: HR

Search "Hire Employee"

Search for the new hire by legal name

Hire Employee

⌄ Search for Person

Country * ✕ United States of America ⧉ ☰

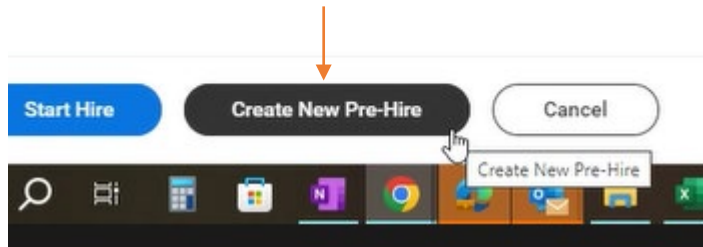| First Name | | | Email Address | | | ID Type | | ☰ |
| Middle Name | | | Country Phone Code | ✕ United States of America (+1) ☰ | | | | |
| Last Name | | | Phone Number | | | | | |

Search

0 Search Results

Use if new hire is bypassing recruiting

To be used if a new hire is going to bypass recruiting.

Create pre-hire

Hire Employee

Source	
Referred by	
Comment	
Allow Duplicate Name	☐

Legal Name Information   Contact Information

Country *	× United States of America
Prefix	
First Name *	
Middle Name	
Last Name *	
Suffix	

OK   Cancel

Add at least one contact information data point to ensure the pre-hire is saved

Legal Name Information   Contact Information

Phone

Country Phone Code *	× United States of America (+1)
Phone Number *	
Phone Extension	
Phone Device *	Mobile
Type *	× Home
Primary Work	☐
Primary Home	☑
Use For	

OK   Cancel

Fill out based on who will be hiring manager

Fill out all fields

Position is external
Job profile is internal

Fill out Weekly Hours

- Hours needs to be amended if not 40 weekly hours.
- Only add shift if it's needed for 2nd or 3rd. Everyone else is assumed 1st shift.

Fill out

Review business title process

Job classification should auto populate, if it doesn't you can add to additional job classification.
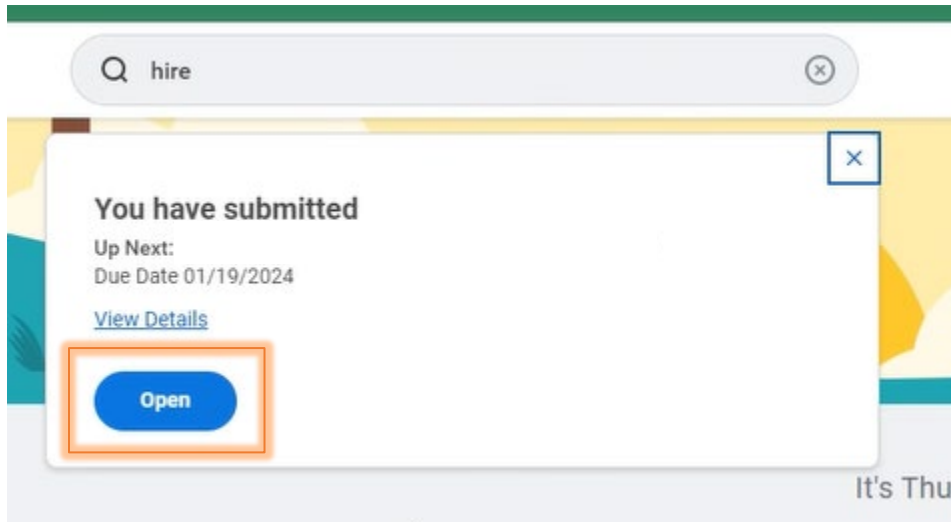
Review company service dates & submit

Review company service dates accuracy

Click Open

Update Company field

1. Edit Company
2. Choose Organization & save

Ensure company and cost center are correct

Next step: Review proposed compensation
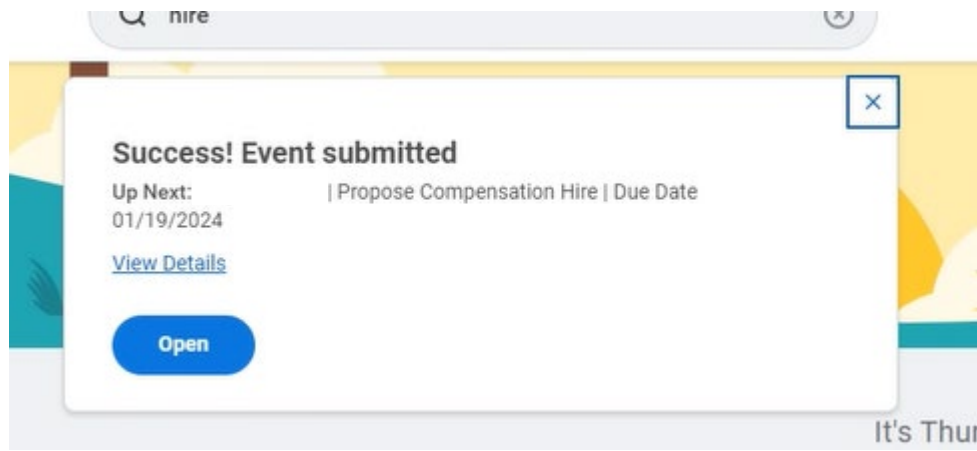
Fill in all blanks

Ensure merit and bonus are accurate

Approval by Compensation
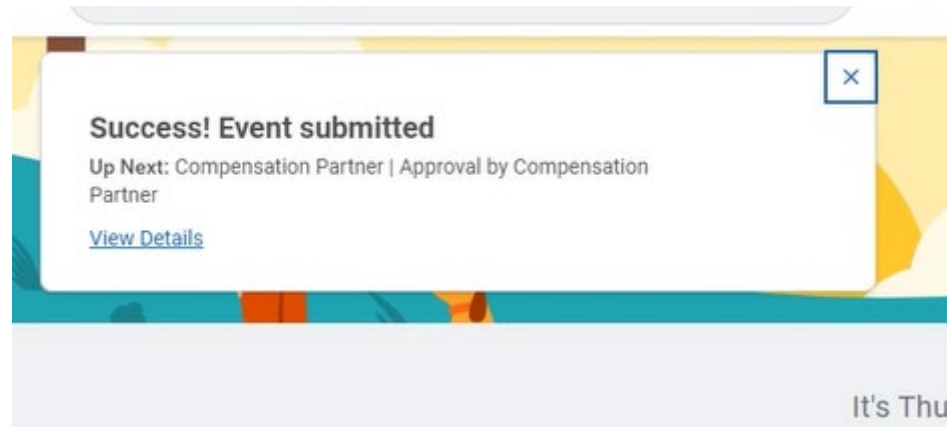
Success!
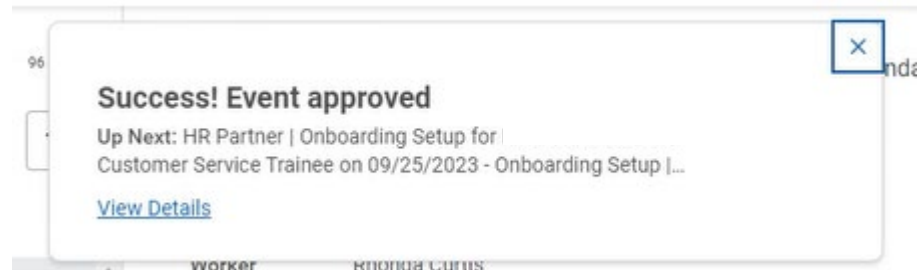
Next: Review tasks *Awaiting Your Action*

Welcome Message Dashboard

Submit One time bonus- this should auto-fill

Request One-Time Payment ⋯ Customer Service Trainee ⋯

Always click submit
even if OTP is 0.00

One-Time Payment Summary

Summary

Effective Date *

09/25/2023

Employee Visibility Date

Reason

Total Amount Requested

0.00 USD

One-Time Payment

Add

enter your comment

Submit Deny Save for Later Close
Submit

Success!

Review Assign Establishment

Assign Establishment Assign Establishment for Hire: Customer Service Trainee on 09/25/2023 ···

Effective Date * 09/25/2023

Worker

Organization

Position   Customer Service Trainee

Location   DDMI - Farmington Hills

Company   Delta Dental Plan of Michigan, Inc.

Establishment * [✕ 2 - DDMI Farmington Hills ☑ ≡]

Review and ensure all is accurate.

enter your comment

Process History

Assign Establishment– Awaiting Action