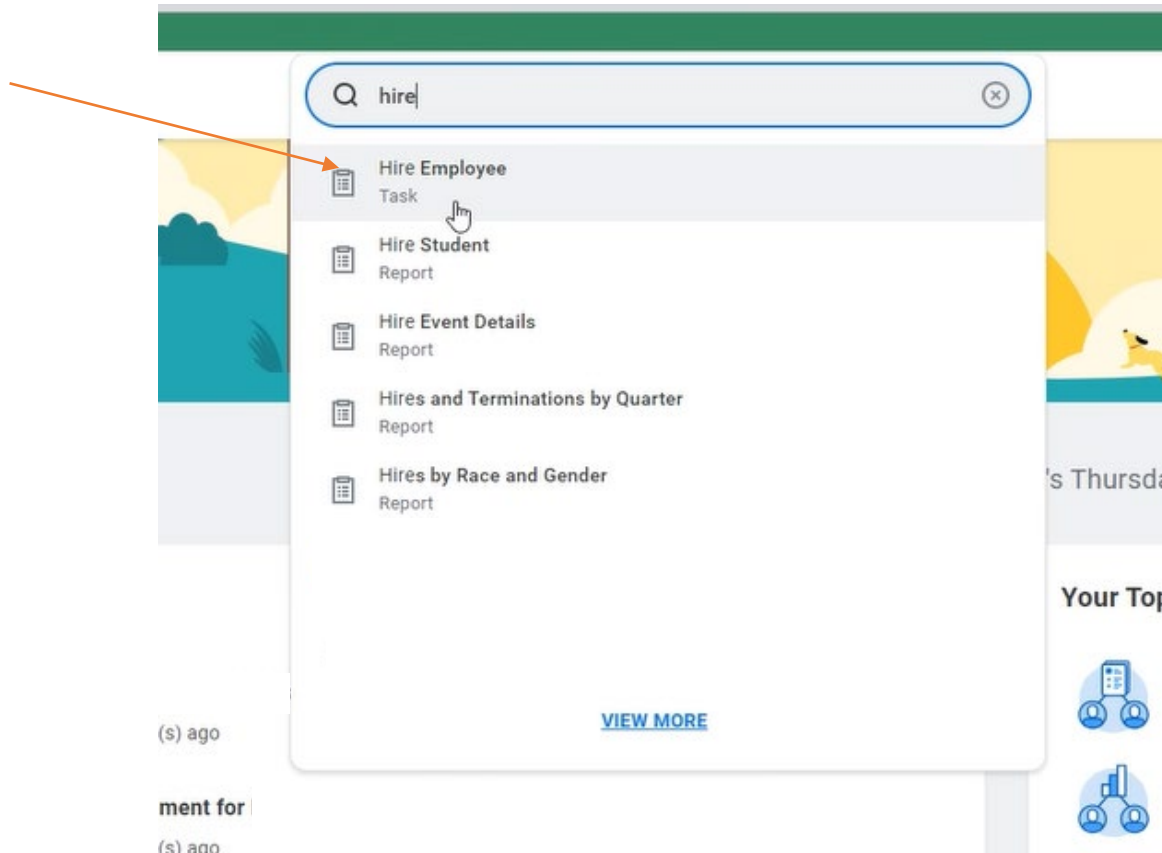




Creating New Hire

Audience: HR

Search “Hire Employee”



Search for the new hire by legal name

Hire Employee

Search for Person

Country *

First Name

Middle Name

Last Name

Email Address

Country Phone Code

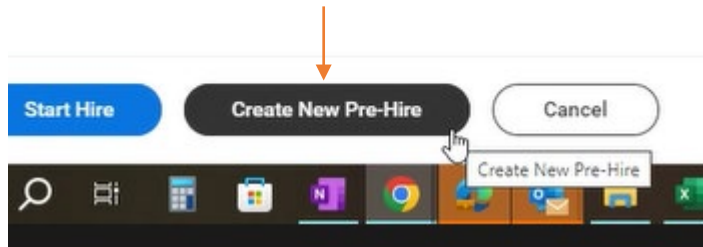
Phone Number

ID Type

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 *

Prefix

First Name *

Middle Name

Last Name *

Suffix

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

Legal Name Information

Contact Information

Phone

Country Phone Code *

Phone Number *

Phone Extension

Phone Device *

Type *

Primary Work

Primary Home

Use For


OK


Cancel

OK

Cancel


Fill out based on who will be hiring manager

Hire Employee 


 Chris

▼ **Details**

Pre-Hire

Profile 


Pre-Hire ID

Supervisory Organization * 


Fill out all fields

Hire Employee


Hire Date * 09/25/2023 


Reason x Hire Employee > New Hire 


Job Details


Position * x Customer Service 

Employee Type * x Regular 

Job Profile * x Customer Service Trainee 

Time Type * x Full time 

Location * x DDMI - Farmington Hills 

Pay Rate Type x Hourly 

Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

FTE 100%

Work Shift

Submit

Save for Later

Cancel

Position is external
Job profile is internal

Fill out Weekly Hours

Working Time

Location Weekly Hours 40

Default Weekly Hours

Scheduled Weekly Hours

FTE

Work Shift



A dropdown menu for selecting a work shift. It contains three radio button options: 'First Shift (United States of America)', 'Second Shift (United States of America)', and 'Third Shift (United States of America)'. The 'Third Shift' option is currently selected. Below the options is a search bar and a menu icon.

- 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.

Additional Information

enter your comment

Submit

Save for Later

Cancel

Fill out

Additional information

Job Title	<input type="text" value="Customer Service Trainee"/>
Business Title	<input type="text" value="Customer Service Trainee"/>
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Classifications	0.0300 - (Historical Grade) 5 - Administrative Support Workers (EEO-1 Job Categories-United States of America) 889 Farmington Hills Union - (Union Group) Process Specialist - (Talent Category)
Additional Job Classifications	<input type="text" value=""/>
Company Insider Types	<input type="text" value=""/>
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	<input type="text" value=""/>
First Day of Work	<input type="text" value="09/25/2023"/>
Continuous Service Date	<input type="text" value="09/25/2023"/>
End Employment Date	
Benefits Service Date	<input type="text" value="MM/DD/YYYY"/>
Company Service Date	<input type="text" value="MM/DD/YYYY"/>

Review business title process

Job classification should auto populate, if it doesn't you can add to additional job classification.

Submit

Save for Later

Cancel

Review company service dates & submit

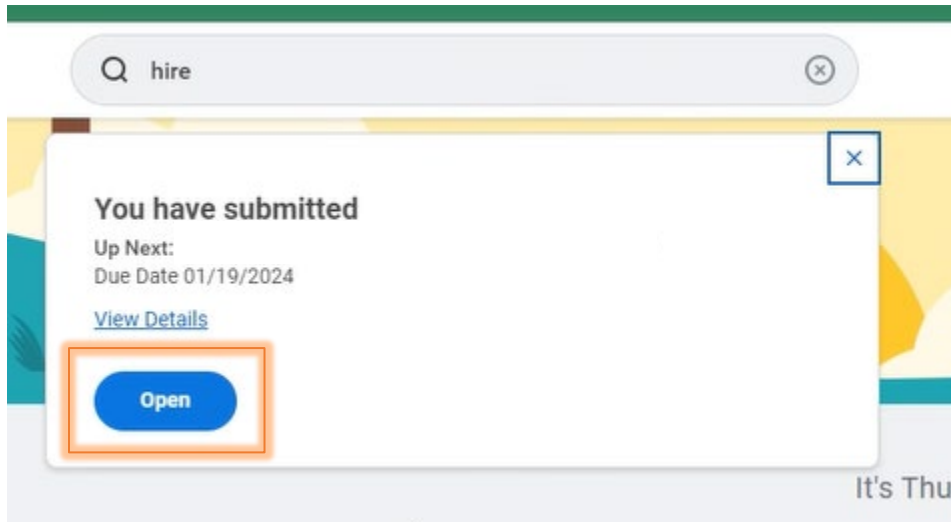
Business Title	Customer Service Trainee
Annual Work Period	(empty)
Work Period Percent of Year	
Disbursement Plan Period	(empty)
Job Exempt	<input type="checkbox"/>
Job Classifications	0.0300 - (Historical Grade) 5 - Administrative Support Workers (EEO-1 Job Categories-United States of America)
Additional Job Classifications	Process Specialist - (Talent Category) <input type="text"/>
Company Insider Types	<input type="text"/>
Workers' Compensation Code from Job Profile	(empty)
Workers' Compensation Code Override	<input type="text"/>
First Day of Work	09/25/2023 <input type="text"/>
Continuous Service Date	09/25/2023 <input type="text"/>
End Employment Date	<input type="text"/>
Benefits Service Date	MM/DD/YYYY <input type="text"/>
Company Service Date	MM/DD/YYYY <input type="text"/>

enter your comment

Review company service dates accuracy



Click Open



Update Company field

Details


Effective Date *
09/25/2023

Position
Customer Service (Unfilled)


Supervisory Organization

Organizations

Company



Company *  Edit

Cost Center

Cost Center * 

Organizations


Search Results (1)

Delta Dental Plan of Michigan, Inc.   Save

Search

× Delta Dental Plan of Michigan, Inc. ...

Cost Center


Cost Center * 

1. Edit Company
2. Choose Organization & save

Ensure company and cost center are correct


Organizations


Company

Company * 

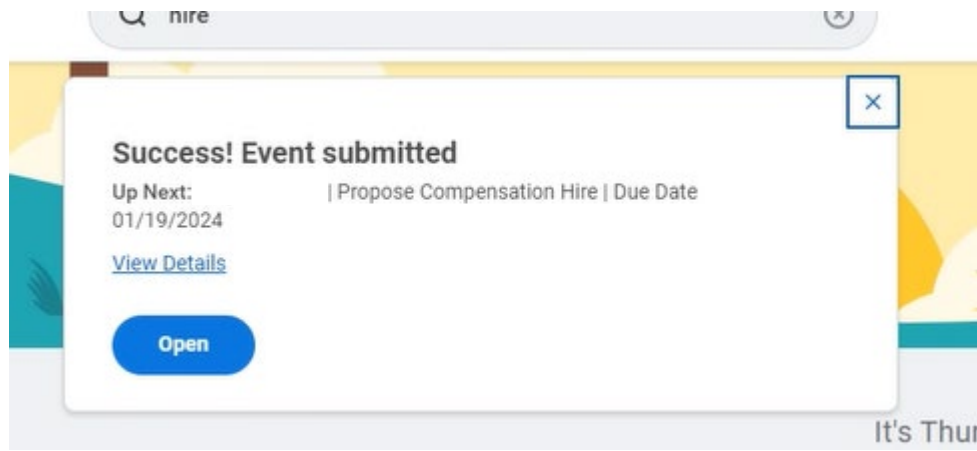
Delta Dental Plan of Michigan, Inc.

Cost Center

Cost Center * 

Customer Service 

Next step: Review proposed compensation




Fill in all blanks

Total Base Pay

- 19.842 USD Hourly added

Guidelines

Total Base Pay Range 

- 17.68 - 24.16 USD Hourly added

Compensation Package

- General Compensation Package added

Grade

- 889 Grade 3 added

Grade Profile
(empty)

Step



- Grade 3 - 19.84 USD added

Progression Start Date

- 09/25/2023 added

Salary

Hourly

Assignment Details  

- 19.842 USD Hourly added

Ensure merit and bonus are accurate

Merit

Assignment Details ✕ ✎

- 3.00% Annual added

Plan Name

- Delta Dental of Michigan Merit Plan added

Effective Date

- 09/25/2023 added

Add

Bonus

Assignment Details ✕ ✎

- 0% Annual added

Plan Name

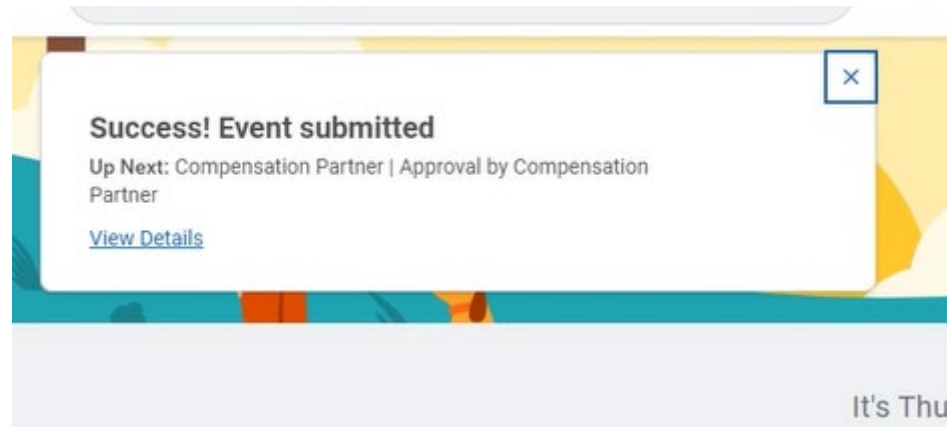
- Delta Dental of Michigan Bonus Plan added

Effective Date

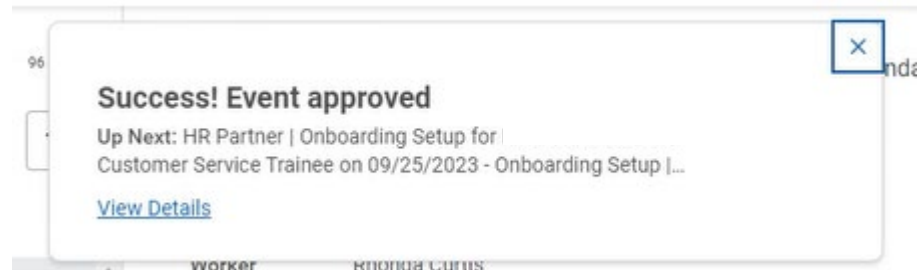
- 09/25/2023 added

Add

Approval by Compensation




Success!



Next: Review tasks *Awaiting Your Action*

Good Morning,

Awaiting Your Action ...

 **Onboarding Setup for Hire** - Customer Service Trainee on 09/25/2023

My Tasks - 39 second(s) ago

DUE 01/19/2024

Welcome Message Dashboard

Onboarding Setup

Created: 01/18/2024 | Due: 01/19/2024 | Effective: 09/25/2023

Message: Congratulations and Welcome to the Team! The whole team is excited to be working with you! Feel free to reach out to other team members below. You can find their work email by hovering over their name and clicking the yellow brick icon that appears to the right.

People to Meet

Select People

Notify

Notification Subject * You have been selected as a person to me

Notification Header

Notification Message * You've been selected as someone that a new hire on your team should contact during their first week with the organization. Please meet with the new hire and answer any questions they might have, or direct them to the appropriate resource that would be able to assist them.

Helpful Contacts

Select People

Submit

Save for Later

Cancel



Helpful Contacts

Select People

Notify

Notification Subject * You have been selected as a helpful conta

Notification Header

Notification Message * You've been designated as someone that would be able to assist a relocated worker. Please support them as they get situated by answering questions or providing requested information.



Submit One time bonus- this should auto-fill

Request One-Time Payment ... Customer Service Trainee ...

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

Always click submit
even if OTP is 0.00

Success!

Search

Assign Est × Assign Trainee on 09/25/2023 ⋮

Success! Event submitted

Up Next:

[View Details](#)

[Open](#)

Created: 01/18/2023

Effective Date

Worker

Organization

Position: Customer Service Trainee

Location

Company: Delta Dental Plan of Michigan, Inc.

Establishment * × 2 - DDMI Farmington Hills 🔗 ⋮

enter your comment

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