

# Checking University Affiliations

For adding a Human Resources (HR), Plasma Physics Laboratory (PPL) employee or survivor record when the person has never had a JOB record, use Add an Employment Instance, as described in the UPK lessons:

- ✧ Modify Personal Data before Hiring
- ✧ Add an Employment Instance – Hire into a Position
- ✧ Add an Employment Instance – Hire an STP
- ✧ Other Payee – Survivor of a Retiree

**Note:** You will also use one of the above procedures if the person already has a job record, and you need to add a secondary job or survivor record. For example, an employee who terminated 10 years ago is now eligible to become a surviving spouse of a retiree, so you need to add Job record 8; or the person is retired and has returned to work as a casual hourly, so you need to add Job record 1 (because it never existed before).

For rehiring a Human Resources (HR), Plasma Physics Laboratory (PPL) employee on record 0 or 1, or renewing a survivor record on record 8, see one of the following UPK lessons:

- ✧ Modify Personal Data before Hiring
- ✧ Rehire into a Position
- ✧ Rehire a Casual Hourly of STP
- ✧ Restart a Survivor of a Retiree

## Hiring a Student

You may not hire an active Princeton University undergraduate or graduate student.

All students, upon matriculation, are automatically hired into the HCM system as follows:

- ✧ Empl Rcd Nbr 50 – Graduate Student (monthly)
- ✧ Empl Rcd Nbr 51 – Graduate Student (biweekly)
- ✧ Empl Rcd Nbr 60 – Undergraduate Student (biweekly)

When you find a matching record for the person you want to hire, you must review the affiliations on the Results2 tab of the search results before proceeding. Keep in mind that you are viewing the person's primary affiliation only. The person may have additional affiliations; to see these, you must click on the [Affiliation](#) link to the left of the person's EmplID.

| If Affiliation Code Is            | And Affiliation Group Is   | And Affiliation Status Is   | Then   |
|-----------------------------------|--|---|--|
| ST - Student                      | GR Graduate Student  | ACTV - Active<br>ABSE - In Absentia<br>POST - Post Enrolled Fellow                            | Stop. Coordinate with the Graduate School office before proceeding.  |
|                                   |  | APPL - Applicant<br>LEAV - On Leave<br>NSHO - No Show<br>PROS - Prospect<br>TERM - Terminated | OK to hire.*   |
|                                   |  | DECS - Deceased   | Stop. Not eligible to hire.  |
|                                   | UG Undergrad   | ACTV - Active<br>BRDG - Bridge Year   | Stop. Notify person who submitted form that active students must be hired through the student employment offices.  |
|                                   |  | APPL - Applicant<br>PROS - Prospect   | Stop. Notify the Admissions Office, then continue with hire.*  |
|                                   |  | INAC - Inactive   | Notify Registrar's Office, then continue with hire.*   |
| NSHO - No Show<br>DECS - Deceased |  | OK to hire*<br>Stop. Not eligible to hire.  |  |
| EM - Employee                     | DF - Dean of the Faculty<br>HR - Human Resources<br>PPL - Plasma Physics Lab | ACTV - Active<br>LEAV - On Leave  | If the employee is already active or on leave, it is unlikely you need to hire or rehire this person unless into a secondary job on Empl Rcd 1. Go to Job Data to learn more about this employee's employment and benefits status before continuing.   |
|                                   |  | RETR - Retired  | If hiring/rehiring the retiree into a non-benefits-eligible temporary job, such as a lecturer, casual hourly or STP, you may add an employment instance or rehire on Empl Rcd 1. If hiring/rehiring the retiree as a returning benefits eligible employee, the retiree is agreeing to temporarily forfeit his/her retirement benefits, and you may process a rehire on Empl Rcd 0. |
|                                   |  | TERM - Terminated   | OK to rehire*.   |
|                                   |  | DECS - Deceased   | Stop. Not eligible to hire.  |



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This allows the University to pay students who work while they are students. Some may be on leave or post-enrolled fellows. This is managed by the Graduate School Office and the Undergraduate Student Employment Office, and students should not be hired without the permission of the appropriate one of these offices.

Coordinate with the student office if you are hiring someone with an active student status into a non-student job or position. In most cases, you must ensure that the person has graduated, or that the person's student status has changed to inactive, prior to the effective date of hire.

**Note:** Undergraduate and graduate student hires and job/status changes are loaded electronically on a nightly basis.

## Hiring Persons of Interest (POI-9)

A person of interest, also known as a POI, is a person with an affiliation with the University, such as kin, alumni, and student applicants and prospects. Most are eligible for hire.

**Important!** Undergraduate applicants and prospects may not be hired until you notify Admission.

## Related Procedures:

If you have **found** a matching record, see "Checking University Affiliations."

If you have **not found** a matching record:

- ✧ For Dean of Faculty appointments, see the Hiring chapter of the DOF HR Updates Guide.
- ✧ For hiring a Human Resources (HR) or Plasma Physics Laboratory (PPL) employee, or adding a survivor of a retiree, see one of the following UPK lessons:
  - Add a Person - Hire into a Position
  - Add a Person - Hire a Casual Hourly
  - Add a Person - Survivor of a Retiree

| If Affiliation Code Is | And Affiliation Group Is  | And Affiliation Status Is        | Then   |
|------------------------|---|----------------------------------|--|
| DF - DOF Prehire       | DF - Dean of the Faculty  | ACTV - Active                    | OK to hire for DOF after approval. Check other affiliations. HR or PPL offices, stop and coordinate with the DOF.  |
|                        |   | INAC - Inactive                  | OK to hire*.   |
| AL - Alumni            | GR - Graduate Student   | ACTV - Active                    | OK to hire*.   |
|                        | UG - Undergrad  | DECS - Deceased                  | Stop. Not eligible to hire.  |
| KN - Kin               | SV - Survivors (retiree survivors who retain university medical benefits and are on the 8 record) | ACTV - Active                    | If hiring the survivor into a non-benefits-eligible temporary job, such as a lecturer, casual hourly, or STP, you may add an employment instance or rehire on Empl Rcd 0. If hiring/rehiring the survivor as a returning benefits eligible employee, coordinate with HR or PPL to close the survivor record on Empl Rcd 8 before hiring. |
|                        |   | TERM - Terminated                | OK to hire*.   |
|                        |   | DECS - Deceased                  | Stop. Not eligible to hire.  |
|                        | All others  | ACTV - Active<br>INAC - Inactive | OK to hire*.   |
|                        |   | DECS - Deceased                  | Stop. Not eligible to hire.  |
| MS - Misc              | SL - Special Student<br>All others  | ACTV - Active<br>INAC - Inactive | OK to hire*.   |
|                        |   | DECS - Deceased                  | Stop. Not eligible to hire.  |

\* See the Hiring and Rehiring chapter of the HCM Updates in the UPK, or "Starting a DOF Hire Pending Approval of the Recommendation" in the DOF Updates Guide.

To check for potential conflicts in affiliation, click the Affiliation link at the start of the record line. On the Affiliation page, a Y indicates the *Primary* affiliation for the person.

- ✧ If the primary affiliation is not **EM**, make sure there is no other **EM** affiliation with a *Status* of **Active** or **On-Leave**.
- ✧ If the primary affiliation group is **UG** and the *Status* is not **Active**, make sure the person does not have an active **GR** affiliation status (**Active** or **Post-Enrolled Fellow**).



# Checking the Employee Record Number

If the person you found had a primary affiliation of **EM** (employee) look the person up on **Workforce Administration > Job Information > Job Data**. When you complete the search, you will be able to tell how many job records the person has:

A person can have no more than the six records listed below.

- 0** Primary employee record, used to administer all salary and benefits, if applicable
- 1** Secondary employee record, used for:
  - ✦ Faculty purchases (a non-faculty member who is teaching part-time)
  - ✦ A part-time secondary job/position
  - ✦ A part-time, non-benefits-eligible DOF appointment or HR/PPL job for a retiree who has returned to work
  - ✦ A true secondary part-time position for an active HR or PPL employee where both the 0 and the 1 records together are benefits-eligible
- 8** Survivor of a retiree record - for enrolling the survivor in retiree benefits
- 50** Graduate student (monthly) record
- 51** Graduate student (biweekly) record
- 60** Undergraduate student record

If the person has never had an Empl Rcd 1, use the Affiliation chart to determine eligibility to hire and method to use. If the person has had both an Empl Rcd 0 and 1, then use the Record Number chart as a guide.

**Important!** If your search indicates that the person is not eligible to be hired, contact the applicable office (HR, DOF, or student) before proceeding.

Determine hire eligibility as follows for employees with both 0 and 1 records:

| If Rcd 0 Status is ACTV or LEAV |                             |   |
|---------------------------------|-----------------------------|---|
| And Rcd 1 Status is             | And Job to be Hired into is | Then  |
| <b>ACTV or LEAV</b>             | N/A                         | <b>Stop.</b> Not eligible to hire because employee already has 2 jobs   |
| <b>TERM</b>                     | Benefits Eligible           | If a regular part-time employee, may be eligible to rehire into secondary part-time job on record 1. Otherwise, not eligible to hire. |
|                                 | NOT Benefits Eligible       | Not eligible to be hired as non-benefits-eligible unless as a DOF faculty purchase on Empl Rcd 1.                                     |
| If Rcd 0 Status is RETR         |                             |   |
| And Rcd 1 Status is             | And Job to be Hired into is | Then  |
| <b>ACTV or LEAV</b>             | Benefits Eligible           | If retirement benefits are being forfeited, coordinate with owner office to terminate record 1, then rehire on record 0.              |
|                                 | NOT Benefits Eligible       | <b>Stop.</b> Not eligible to hire because the person is already a part-time employee.   |
| <b>TERM</b>                     | Benefits Eligible           | Not eligible to hire unless retirement benefits are forfeited. In that case, eligible to rehire on record 0.                          |
|                                 | NOT Benefits Eligible       | You can rehire on record 1.   |
| If Rcd 0 Status is TERM         |                             |   |
| And Rcd 1 Status is             | And Job to be Hired into is | Then  |
| <b>TERM</b>                     | Benefits Eligible           | You can rehire on record 0.   |
|                                 | NOT Benefits Eligible       | You can rehire on record 0  |



## Determining How to Hire: Overview

### Determining How to Hire

The hiring process begins with a search of existing records, and ends with the entry of a new or updated record in the PeopleSoft Human Capital Management (HCM) system.

The process to enter a hire or rehire begins when:

- ✦ The Office of the Dean of the Faculty (DOF) receives or approves the appointment of a regular or visiting faculty staff member (requires an Appointment Recommendation form and supporting documents).
- ✦ Human Resources (HR), together with a university department, hires or rehires a regular employee (requires a hire form and supporting documents).
- ✦ A university department hires or rehires a casual hourly employee or short-term professional (STP) (requires a casual or short-term professional form and supporting documents).
- ✦ The Plasma Physics Laboratory (PPL) hires or rehires a staff, affiliate, or casual hourly employee (requires appropriate PPL forms).
- ✦ The survivor of retiree becomes eligible for Princeton University benefits. Survivors are added as persons of interest (POIs) and added to record 8 on Job (requires an enrollment form from the HR benefits area).

### Is the prospective hire part of the campus community?

Before you start the process of entering hire data, you must search the entire database to determine whether the person to be hired is already affiliated with Princeton University (see the *Searching for a Person* quick reference card).

Anyone who is affiliated with Princeton University, either as an employee or as a non-employee, is registered with an ID in the PeopleSoft database. University affiliations include:

- Employees
- Student applicants and prospects
- Students
- Alumni
- Kin of students or employees
- Library patrons

- Miscellaneous affiliates such as consultants, special students, summer fellows, and docents, among others.

Your search of the entire database is important to prevent duplicate records from being added, and to determine hire eligibility if a person is already in the database.

### When You Find Someone in the database...

When you find a person in the database, make sure you note the person's identification number (*ID*). The ID is the first thing you will enter when you begin the hire process in HCM.

Also, be sure to review and update the person's personal data using *Modify a Person* in the Personal Information menu group. This will ensure that benefits and payroll defaults are assigned correctly.

### Choosing the Right Hiring Procedure

The outcome of your search in Campus Community determines how you will choose a hiring procedure.

### Not Found in the Database

If you do **not** find a record for the prospective hire already in the database, you have determined that the person is eligible to be hired. The procedure you choose will depend on who is hiring the person:

- ✦ For a Dean of Faculty (DOF) appointment, add the person to the database as a Person of Interest (DOF Affiliate), and then add a recommendation record to establish the person as a pending hire awaiting approval.
- ✦ For a Human Resources (HR) or Plasma Physics Laboratory (PPL) employee, use the *Add a Person* process under the Personal Information menu to create the new record. This option allows you to enter both personal data and primary job data for:
  - A first-time employee.
  - A first-time casual hourly or short-term professional (STP) employee.
  - A survivor being "hired" to provide benefits coverage.

- ✦ For a PPL Trainee or Affiliate, using the *Add a Person* process add a *Person of Interest* of **External Trainee**.

### Found in the Database

If you find a record for the prospective hire already in the database, you need to check further to determine hire eligibility and decide on the right hiring procedure:

- ✦ First, you will need to make sure the person is not an active student, and that there are no conflicts between multiple affiliations (see "Checking University Affiliations").
- ✦ Second, for an existing or former employee, or for a retiree or benefits-eligible survivor, you will need to check the employee record to determine whether the person is eligible to be hired (see "Checking the Employee Record Number").

After checking the person's University affiliation(s) and, if applicable, the employee record number, you will have the information you need to choose the appropriate hire procedure.

Because a University record already exists for the person, you will use the **Add Employment Instance** or **Job Data** menu option to enter the job information. You must review and update the personal data first, using **Modify a Person**, to ensure that benefits and payroll defaults are assigned correctly when the person is hired.

For a Dean of Faculty (DOF) appointment, first add a recommendation record to establish the person as a pending hire awaiting approval. Then continue with the appropriate procedure:

- ✦ For a new DOF employee, use **Add an Employment Instance**.
- ✦ For a rehire into a DOF appointment, use **Job Data**.
- ✦ For a retiree being hired into a non-benefits-eligible part-time DOF appointment, use **Add Employment Instance** or **Job Data**.
- ✦ For a non-faculty employee being hired into a DOF secondary appointment, use both **Job Data** and **Add Employment Instance**.

**Note:** See the *HR Updates DOF User Guide* for instructions.

