Life Cycle of a New Hire, Amy McKenzie & Kaitlyn Sadowski

- Walkthrough of start to finish process of hiring an employee, CBC to Pay Day
- Onboarding process is kicked off by submission of hire ePAF
  - Benefit eligible hire – ePAF comes out of recruit
  - Non benefit eligible hire – ePAF is initiated by department
- Employee receives email with onboarding and NER instructions
  - Employee must complete both the online and physical presentation of identification documents to successfully complete NER and be hired
  - NER should be completed on or before the employee’s first day of work
- Queries – Query Manager in PeopleSoft
  - Check on onboarding status: ON_BOARDING_EMAIL_AUDIT
    ▪ Enter emplID, see when and where the onboarding email was sent
  - Check on NER status: CAPS_NEEDS_NER
    ▪ Enter DeptID, see employees that need to complete NER
- CAPS will load hires within 24 hours of successful completion of NER as long as there are no issues with the request
- Be aware of the Payroll Calendar and important dates as your hires are being loaded
- If you would like this presentation done for your department or division please contact Amy McKenzie or your CAPS representative to schedule

Minimum Wage Update, Amy McKenzie

- Effective 1/1/2017 the new Missouri minimum wage will be $7.70/hour
- System will be processing an automatic update effective 1/1/2017 to bring any employee below $7.70 to the new minimum
- Lists of affected employees will be sent to departments later this month or early January

Recruit Offer Letters, Keesha Jones

- Entering salary offers to avoid confusion about rounding:
  - For non-exempt employees indicate hourly amount
  - For exempt employees indicate monthly amount
    ▪ If the hourly/monthly amount is not indicated the offer will be returned for clarification
- Offer comments
  - Make sure you are indicating compensation rate, working title, FTE
- Additional Review
  - Offers are reviewed on several criteria which can cause additional time to be needed to make a recommendation. These should be returned in 24 hours but can take longer depending on the issue being explored.
- New HireRight feature
  - To add phone number for Criminal Background Checks
  - Do not indicate a phone number as the function does not work well. If there is a phone number, delete it.