



Reference Guide Processing Non-PCS Hires

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
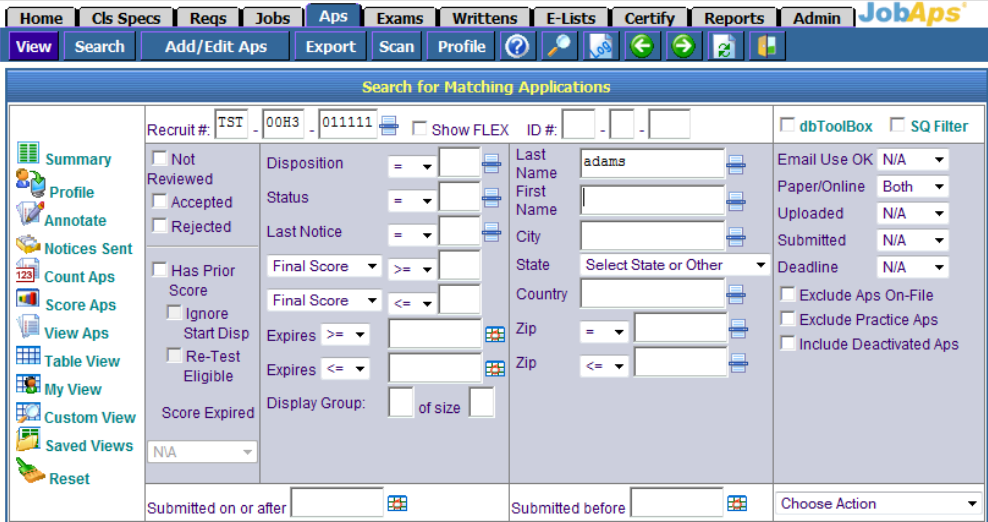
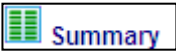
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Processing Non-PCS Hires in JobAps

Once you have created your non-public recruitment planner and announcement in our reference Guide titled “Beginning a Recruitment,” and you have directed your non-PCS hires to the online application, you will be ready to process their submitted applications. By following the steps described in this reference guide, you will have set up everything that is required to import your new hire or re-hire data into PeopleSoft.

Re-hire refers to former city employees that have separated completely from the city. Please be sure that you have already referred to PeopleSoft to locate an EMPLID number for any rehires, and that you verify that your exempt hire has never been a city employee. For current city employees you will follow the same process in JobAps, however the final step will be different.

Step	Action
1.	Click the Aps tab. 
2.	Enter your recruitment ID in the Recruit # , fields, or use the chooser to select it.
3.	Enter your new non-PCS hire/re-hire’s name into the search fields. (If you are processing multiple new hires/re-hires at the same time, you can skip this step.) 
4.	Click the Summary button. 



Reference Guide Applicant Tracking

Step	Action
5.	If you scroll down the page, you will see various data fields related to this application.

Summary View of Applicants

Update Workset
 Show All
 Send Notices
 Show Notes
 View Ap
 Print Batch

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
ADAMS, APRIL	TST-00H3-011111	H3 Firefighter/Paramedic	12/01/2009	AC	SUB	700			

Tracking Detail For Applicant Selected From Above Summary Table

Save Changes
 Send Applicant Mail
 Edit Application
 Notices for this Application
 Notices for this Applicant
 Notices for this Recruitment
 Restrict

First Name: APRIL	Disposition: SUB	Received on: 12/01/2009 12:00	Last Notice: []
Last Name: ADAMS	Status: AC	Reviewed by: []	Notice Sent: []
EasyID: ada-24-0003	Hire Date: []	Hire Dept: []	Hired: <input type="checkbox"/>
MQ Reject: []	Appointment Type: Select Appointment Type	Final Score: 700	Ap Expires: []
Alert: []			

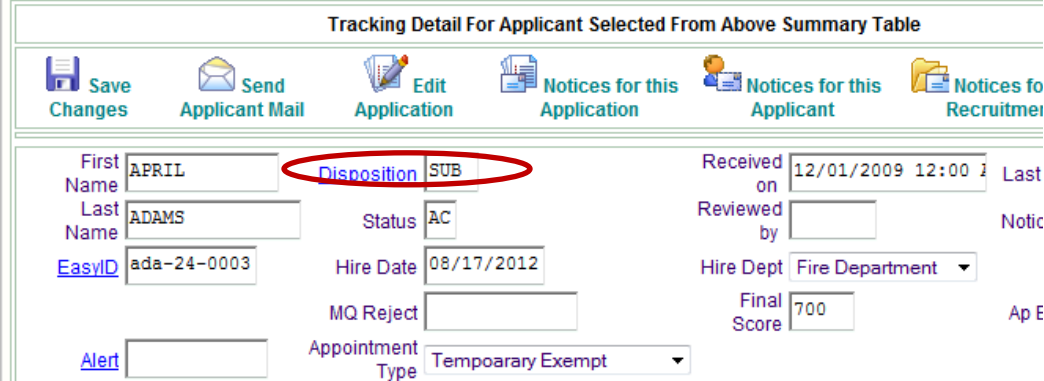

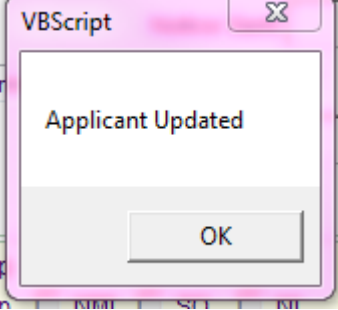
Acc1 Rej1 Edu Exp Lic Loc Bil Shift FT PT Typ NMI SQ NI Spc
 Acc2 Rej2 Edu Exp Lic Loc Bil Shift FT PT Typ NMI SQ NI Spc

Notice [] Show All Scores

Career Credits []	Promotional Points []	Veterans Points []	
T-Score <input type="checkbox"/>	SQ Score []	Composite Score []	Rescale Score []
Pass <input type="checkbox"/>	Rounded Score []	Score+Extra Pts []	
Oral Board Interview A []	Not Used []	Not Used []	Not Used []
Not Used []	Not Used []	Not Used []	
Contract/GES <input type="checkbox"/>	Budget <input type="checkbox"/>	Finance <input type="checkbox"/>	Management <input type="checkbox"/>
Grants <input type="checkbox"/>	Program/Plan <input type="checkbox"/>	Legislative <input type="checkbox"/>	Economics <input type="checkbox"/>
Other <input type="checkbox"/>	Not Qualifie <input type="checkbox"/>	Reglnactive []	SC_LIST []
SC_RANK []	Management []	Contracts []	CW_Seniority []
Position# []	SFPD BG <input type="checkbox"/>	Dept_HoldOvr []	Date1 []
Date2 []	Yes1 <input type="checkbox"/>	Yes2 <input type="checkbox"/>	Number1 []
PS Emplid []			



Step	Action
6.	<p>Start by completing the following fields in the box:</p> <p>Hire Date Hire Department Hired (check box) Appointment Type</p>
7.	<p>Scroll down further to locate and complete the Position # field. <u>Please note:</u> The Position # field will accept more characters than you will see on the screen, please be sure to enter the complete PS position number in this field, or your template hire will be rejected. (If you are using the requisition number from PS 7.5 – be sure to add a leading zero to the requisition number to get the Position Number.)</p>
8.	<p>Be sure to check PeopleSoft to determine if the person you are processing is a re-hire. If they have a record in PeopleSoft, be sure to enter their PS Emplid (DSW# - w/leading zero, the value should be 6 digits) in the corresponding field. (Skipping this step will result in an error if the person already has a record in PeopleSoft.)</p>

Step	Action
9.	<p>The final step in processing a Non-PCS employee is to set their Disposition before saving your work.</p> <p>For a new hire – HR For a Re-hire – REH For a current employee - NTH</p>  <p>The screenshot shows the 'Tracking Detail For Applicant Selected From Above Summary Table' interface. At the top, there are several action buttons: 'Save Changes', 'Send Applicant Mail', 'Edit Application', 'Notices for this Application', 'Notices for this Applicant', and 'Notices for Recruitment'. Below these buttons, the applicant's details are displayed in a form. The 'Disposition' field is highlighted with a red circle and contains the value 'SUB'. Other fields include 'First Name' (APRIL), 'Last Name' (ADAMS), 'EasyID' (ada-24-0003), 'Status' (AC), 'Hire Date' (08/17/2012), 'Received on' (12/01/2009 12:00), 'Reviewed by', 'Hire Dept' (Fire Department), 'MQ Reject', 'Final Score' (700), and 'Appointment Type' (Temporary Exempt).</p>
10.	<p>Once you have completed these steps, be sure to hit the Save button in order to record your entries.</p>  <p>The screenshot shows a single button labeled 'Save Changes' with a floppy disk icon.</p>
11.	<p>A confirmation will appear on the screen.</p>  <p>The screenshot shows a VBScript dialog box with the title 'Applicant Updated' and an 'OK' button.</p>
12.	<p>Your hiring selection will be imported to the template hire interface overnight. Please refer to the eMerge PeopleSoft UPK – Entering New Hires and Rehires (Depts) for information on how to enter newly hired and rehired classified employees into the eMerge PeopleSoft system.</p>
13.	<p>An Appointment Processing ESR will need to be submitted for DHR to validate the template hire for new or rehired employees, or to process a Data Change for current employees. Please refer to the Appointment Processing eHRPPM for additional instructions.</p>