**DLS New Hire Form Instructions and Workflow:**

1) open form with Adobe Reader DC or Adobe Pro

2) save the template file with the following naming convention:

New Hire Naming Convention: (Last Name) (First Name) (if never worked for Rutgers leave EMP ID # blank, DLS Business Office will fill in) “ED” (effective date YYYY MM DD) “rec” (leave # blank, DLS Business Office will fill in) “NH”

New Hire saved file name example: Doe John () ED 2020 07 15 rec NH

3) fill out “Today’s Date”

4) type in Building/Location Code Number (this can be found in Rutgers Search website – Buildings tab… 4 digit ID number)

5) click on the prospective employee’s Department of record from the dropdown

6) type in employee’s name (First Name, Middle Initial if provided, Last Name) – example: John Z. Doe

7) select the gender in which the employee identifies

8) select the citizenship status of the employee (if non-resident, make sure to fill out and click on the appropriate dropdown choices for Country of Residence, Visa/Permit Type, Date of Entry into Country, Visa/Permit Status, Status Date, and Status Expiration Date)

9) fill out and click on the appropriate dropdown choices for the employee’s contact information (Street Address, City, State, Zip Code, Non-Rutgers e-mail address, Phone Number(s)

10) in the Notes section, place any information that you would like communicated about this employee or account status (i.e. – GL string cost center information)

11) click on the employee’s appropriate Type/Class from the drop down

12) enter the effective start date of the new hire (if a fixed contract, fill in the end date of the contract as well)

13) after clicking on the Job Code / Job Title box, click on the appropriate Job Code – Job Title for the employee from the pop-up box that appears below it

14) fill out the employee’s salary (Type / Class 1, 3, 6), hourly rate (Type / Class 4, 5) or contract amount (Type / Class 7, 8, 9)

15) click on appropriate account string type “GL” or “Project” found under Accounting Codes “Select Type” for each account that will be used to pay the employee for every pay period (your selection will bring up the variables that you will need to fill out

16) fill in appropriate percentage distribution for each account (total percentage must equal 100.000%)

17) fill in the employee’s supervisor’s name, Employee ID #, and Phone #

18) double click on the Preparer’s signature box to enter your digital certificate-based signature (if asked, leave “Lock document after signing” option unchecked)

19) send to DLS Business Office Business Specialist for budget and position approval review and signature (if asked, leave “Lock document after signing” option unchecked)

20) send the reviewed document to the employee’s supervisor for them to date and double click on the Supervisor’s signature box to enter their digital certificate-based signature (if asked, leave “Lock document after signing” option unchecked)

21) send the signed form to a DLS Business Manager for final sign-off (if asked, leave “Lock document after signing” option unchecked) and request a copy of fully executed form

22) provide a copy of fully executed form to SAS-HR for onboarding reference and upload to HCM record as “Other Supporting Documentation” or attach yourself, as applicable