


Hire Transfer Form

General Instructions

1. Many data elements on this form will be pre-populated from other forms completed by both the hiring department and the candidate. You should not change the job code specific data.
2. * Asterisks indicate required fields.

3.  [Selection details](#) This box indicates the value entered must be selected from a drop down box. Click either the down arrow or the [Selection details](#) link to access the drop down list.
4. Ethnic Group is a required field. If the candidate did not self ID, then you should enter an observed Ethnic Group using your best judgment.
5. The FLSA values for each Job Code are determined by federal guidelines. Do not change this value. The system will verify the value against existing PeopleSoft tables for validity.
6. The Supervisor ID field is extremely important. This field is used to determine access to the Emory Recruiting System (ERS), to the Learning and Development module in Manager Self Service within PeopleSoft, and for various workflow emails from HR. Supervisors will only appear in this list after their direct reports have been established in PeopleSoft.
(Please Note: In order for a supervisor to be automatically sent over to ERS for inclusion on the supervisor drop down list, the person must be listed on someone's PeopleSoft Job record as their supervisor. If the department has not completed the Supervisor ID field on the person's direct reports then they will not be in the supervisor list in ERS. The department should enter the Supervisor ID field for all direct reports on the Job records in PeopleSoft. Departments can enter or update Supervisor IDs through HRWEB under Emory HRWEB>>General Update>>Reporting Change. Supervisor data is visible in HRWEB on the Job Summary. Completing the Supervisor ID fields will create an overnight feed to ERS updating the supervisor drop down list. This will also give the supervisor the link in PeopleSoft Manager Self Service to access ERS. If the new position will be the supervisor's first direct report, please contact HR Technical Services to have him/her added.)
7. Compensation Rate should be entered at the Hourly or Monthly rate based upon the employee's job code. You should not include dollar signs (\$) in the field, nor try to indicate whether the amount is hourly or monthly. There is a field called Rate Code directly below this field which asks you to identify the rate as Hourly or Monthly. Do not enter the annual salary.
8. This form is shared with Emory Healthcare. There are certain fields that the university requires that healthcare does not. Although these fields cannot be marked as required, you should provide the data for university employees. They are Primary Department, and Paycheck Distribution Location #.

9. If a field has more than 100 options, you will see this field. You cannot simply type the appropriate value in these fields. You must select the correct entry from the list. For example, to enter a FAS Earnings Distribution Account Code:

- Click the button to search and select an account number
- Enter your value in the search box at top. Click to indicate if the value 'Starts' with or 'Contains' what you've entered. Hit Search.
- The value will be displayed on the left hand side under 'Available fields'. Click to highlight the appropriate value. It will immediately move to the right hand side under 'Selected fields'.

- Click OK to load the value to your form.

You must follow these steps whenever the field displays a List. If you just type in the value and hit OK, without selecting it on the left to move it to the right, the value will not be loaded to your form and will not come over to PeopleSoft.

10. Hit Save to complete the process. Don't forget to send the I-9, W-4, and G-4 to Data Services. They cannot complete the Hire until these items are received. Remember - No I-9, No Pay!

Hire/Transfer Form

Completion of this form will send the data to HR's PeopleSoft system. Please verify all data is correct and fields are complete.

Personal Data

*Employee First Name

Middle Initial

*Employee Last Name (Include Suffix, i.e. Jr.)

*Address 1

Address 2

*City

*State

*Zip Code (No Dashes)

*Country

*Gender Female
 Male

*Social Security Number

*Highest Education Level [Selection details](#)

Major

Remember an asterisk * indicates a required field.

The candidate was given the opportunity to self identify their Ethnic Group during the application process. If these fields are blank, then they chose not to self ID. This data is required to complete the hire into PeopleSoft. Per EOP guidelines, please enter an observed Ethnic Group if fields are blank.

*Ethnic Group (Race) American Indian/Alaska Native: A person having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
 Asian: A person having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Phillipine Islands, Thailand and Vietnam.
 Black/African-American: A person having origins in any of the black racial groups of Africa.
 Native Hawaiian/Pacific Island: A person having origins in any of the original people of Hawaii, Guam, Samoa or other Pacific Islands.
 White: A person having origins in any of the original people of Europe, the Middle East, or North Africa.
 Two or more ethnic groups: A person who identifies with more than one of the ethnic groups above.

Hispanic/Latino (Must also indicate Ethnic Group above) A person of Mexican, Puerto Rican, Cuban, or Central or South American culture or origin, regardless of race.
 A person of other Spanish culture or origin, regardless of race, not mentioned above.

Contact Data

Campus Mailstop (Required for University Positions) [List >>](#)

Home Telephone

Work Phone

Other Phone

Emergency Contact Name

Emergency Contact Telephone #

Emergency Contact Relationship to Employee [Selection details](#)

The List button indicates there are more than 100 valid values for a field. You must select the value from the 'list' to properly save it to the form. Hit the List button and then Search for your value. Select the item in the left hand column, move it to the right and then hit OK.

Job Data

*Action Code [Selection details](#)

*Reason Code [Selection details](#)

*Effective (Position Start) Date

*Business Unit (EMORY for all positions)

*Company

*Department [List >>](#)

*Employee Class [Selection details](#)

*Employee Type (H)ourly or (S)alary Hourly
 Salary

Service Date (New Hire or Rehire only)

*Job Code

*Job Title

*Regular/Temporary Regular
 Temporary

*Standard Hours [Selection details](#)

*FTE [Selection details](#)

*FLSA Status Exempt
 N/A
 Non-Exempt

*Full Time/Part Time Full-Time
 Part-Time

Regular Shift 1
 2
 3
 NA

*Location Code

*Work Period [Selection details](#)

*Holiday Schedule EUVH
 None

*Eligible to work in the United States? Yes
 No

*Regulatory Region

Next Review Date

Future Term Date

Future Term Reason [Selection details](#)

Previous Employment with Emory Yes
 No

Supervisor Level [Selection details](#)

Several fields will default values from the PeopleSoft Job Code table. You should not change data such as FLSA status. If you enter such changes, you should be aware that they will revert to defined values upon the load to Job Data.

Benefits Setup

*BAS Group ID [Selection details](#)

*Eligibility Config 1 [Selection details](#)

Eligibility Config 7 [Selection details](#)

Supervisor Information

*Supervisor ID

EHC Division Manager ID

Referral Information

Referring Employee ID

Referring Employee Name

Referral Source [Selection details](#)

Compensation Data

Compensation Rate - Hourly or Monthly Amount (xxxx.xx - No \$ or ,)

*Rate Code Hourly
 Monthly

*Pay Group [Selection details](#)

*Salary Grade

*Salary Admin Plan [Selection details](#)

*Pay Frequency

Shift Rate

Primary Department # (Required for University Positions) List >>

Paycheck Distribution Location # (Required for University Positions) List >>

Because this form is shared by Emory University and Healthcare, these fields are not marked required, but they must be completed for all university employees.

Labor Distribution - Percents must total to 100

If the number of accounts you need to enter exceeds the number available, do not enter distribution. Contact your Data Services department for assistance.

*Earnings Distribution by Percent Yes
 No

Earnings Distribution Account 1 (For FAS Accounts Only)

Earnings Distribution Account Code 1 List >>

Earnings Distribution Percent 1 (Enter # only. Do not include % sign.)

Earnings Distribution Department 1 List >>

Earnings Distribution Earnings Code 1 Selection details

Earnings Distribution Account 2 (For FAS Accounts Only)

Earnings Distribution Account Code 2 List >>

Earnings Distribution Percent 2 (Enter # only. Do not include % sign.)

Earnings Distribution Department 2 List >>

Earnings Distribution Earnings Code 2 Selection details

Earnings Distribution Account 3 (For FAS Accounts Only)

Earnings Distribution Account Code 3 List >>

Earnings Distribution Percent 3 (Enter # only. Do not include % sign.)

Earnings Distribution Department 3 List >>

Earnings Distribution Earnings Code 3 Selection details

Earnings Distribution Account 4 (For FAS Accounts Only)

Earnings Distribution Account Code 4 List >>

Earnings Distribution Percent 4 (Enter # only. Do not include % sign.)

Earnings Distribution Department 4 List >>

Earnings Distribution Earnings Code 4 Selection details

Earnings Distribution Account 5 (For FAS Accounts Only)

Earnings Distribution Account Code 5 List >>

Earnings Distribution Percent 5 (Enter # only. Do not include % sign.)

Earnings Distribution Department 5 List >>

Earnings Distribution Earnings Code 5 Selection details

Earnings Distribution Account 6 (For FAS Accounts Only)

Earnings Distribution Account Code 6 List >>

Earnings Distribution Percent 6 (Enter # only. Do not include % sign.)

Earnings Distribution Department 6 List >>

Earnings Distribution Earnings Code 6 Selection details

Earnings Distribution Account 7 (For FAS Accounts Only)

Earnings Distribution Account Code 7 List >>

Earnings Distribution Percent 7 (Enter # only. Do not include % sign.)

Earnings Distribution Department 7 List >>

Earnings Distribution Earnings Code 7 Selection details

For FAS Earnings Distribution Account Codes and Departments, you must use the List button to find and select the appropriate codes. **DO NOT** type the numbers in and hit OK. They will not be properly loaded and saved to your form.

CODA Account 1 (For Clinic Positions Only)

CODA Nominal Acct # 1 [Selection details](#)

CODA Sub Acct # 1 List >>

CODA Level 3 Acct # 1 List >>

CODA Earnings Distribution Percent # 1

CODA Earnings Distribution Department # 1 List >>

CODA Earnings Distribution Earnings Code # 1 [Selection details](#)

CODA Account 2 (For Clinic Positions Only)

CODA Nominal Acct # 2 [Selection details](#)

CODA Sub Acct # 2 List >>

CODA Level 3 Acct # 2 List >>

CODA Earnings Distribution Percent # 2

CODA Earnings Distribution Department # 2 List >>

CODA Earnings Distribution Earnings Code # 2 [Selection details](#)

CODA Account 3 (For Clinic Positions Only)

CODA Nominal Acct # 3 [Selection details](#)

CODA Sub Acct # 3 List >>

CODA Level 3 Acct # 3 List >>

CODA Earnings Distribution Percent # 3

CODA Earnings Distribution Department # 3 List >>

CODA Earnings Distribution Earnings Code # 3 [Selection details](#)

CODA Account 4 (For Clinic Positions Only)

CODA Nominal Acct # 4 [Selection details](#)

CODA Sub Acct # 4 List >>

CODA Level 3 Acct # 4 List >>

CODA Earnings Distribution Percent # 4

CODA Earnings Distribution Department # 4 List >>

CODA Earnings Distribution Earnings Code # 4 [Selection details](#)

CODA Account 5 (For Clinic Positions Only)

CODA Nominal Acct # 5 [Selection details](#)

CODA Sub Acct # 5 List >>

CODA Level 3 Acct # 5 List >>

CODA Earnings Distribution Percent # 5

CODA Earnings Distribution Department # 5 List >>

CODA Earnings Distribution Earnings Code # 5 [Selection details](#)

CODA Account 6 (For Clinic Positions Only)

CODA Nominal Acct # 6 [Selection details](#)

CODA Sub Acct # 6 List >>

CODA Level 3 Acct # 6 List >>

CODA Earnings Distribution Percent # 6

CODA Earnings Distribution Department # 6 List >>

CODA Earnings Distribution Earnings Code # 6 [Selection details](#)

CODA Account 7 (For Clinic Positions Only)

CODA Nominal Acct # 7 [Selection details](#)

CODA Sub Acct # 7 List >>

CODA Level 3 Acct # 7 List >>

CODA Earnings Distribution Percent # 7

CODA Earnings Distribution Department # 7 List >>

CODA Earnings Distribution Earnings Code # 7 [Selection details](#)

Healthcare Time Reporting (If Healthcare employee, do not complete University Biweekly Time Reporting Section.)

DDI Status Active
 Blank

DDI Effective Date

DDI Off Site Clock-In Allowed Yes
 No

DDI Holiday Entitlement Yes
 No

DDI Weekend Clock-In Exception Yes
 No

DDI Leave Shift 1
 2
 3

DDI Length of Meals One Half Hour
 45 Minutes
 One Hour

DDI Shift Length

DDI TEC Template

If you are completing this for a university position, make sure this section is blank.

University Biweekly Employee Time Reporting (If University Biweekly employee, do not complete Healthcare Time Reporting Section.)

Kronos Effective Date

Kronos Status Active
 NA

Kronos Off Site Clock-In Allowed Yes
 No

Kronos Shift Eligible Yes
 No

Kronos Pay Configuration [Selection details](#)

Kronos Unit

Faculty Data

Faculty Contract Length [Selection details](#)

Faculty Rank [Selection details](#)

Faculty Rank Date

Faculty Tenure Status Yes
 No
 NA

Faculty Track [Selection details](#)

Faculty Track Date

Licenses or Certifications

License or Certification I [Selection details](#)


Date of Issue License/Certification I


Date of Expiration License/Certification I


License or Certification II [Selection details](#)

Date of Issue License/Certification II


Date of Expiration License/Certification II

License or Certification III 
[Selection details](#)

Date of Issue License/Certification III 

Date of Expiration License/Certification III 

Other Licenses/Certifications not listed:

Question Set 
[Selection details](#)

Requisition ID#

* = required field

Don't forget to hit Save

Please contact Sherry Stodghill at (404) 727-6066 or Shan Baker at (404) 727-0227 with questions concerning this form.