
INTEROFFICE MEMORANDUM

TO: Hiring Managers and HR Representatives
FROM: Tom Fitch and Mary Smith
SUBJECT: New Hire Process for Emory Recruiting System Hires
DATE: 8/3/2007
cc: HR Data Services and Employment Services Staff

On August 1, the implementation of data integration from the Emory Recruiting System (ERS) to PeopleSoft was finalized. Data submitted by the candidate and department during requisition creation and throughout the hiring process now feeds automatically into PeopleSoft to create the new hire/transfer record each night. This paperless integration brings data integrity and efficiency to new levels at Emory University and should significantly reduce delays in new employee on boarding, payroll processing and ancillary services data feeds. **Please discontinue using paper HRAFs immediately** for your openings filled through *Open Recruitment* and use the electronic Hire/Transfer form found in ERS. Although we are in the process of automating the Admin Decision workflow through ERS, please continue to use the paper process including the paper HRAF for those hires until further notice. We hope to have that process automated within the next month and will be sending out further communications.

New Process for Emory University Hires via the Emory Recruiting System (ERS)

- When the HR status for a candidate is updated to “Offer Accepted” the ERS Hire/Transfer Form appears on the screen. Please contact the Recruiters for assistance in navigating the new system.
- Recruiters updating the HR Status may elink the Hire/Transfer form directly to the Hiring Manager/HR Rep to complete.
- The Hiring Manager/HR Rep will complete the Hire/Transfer Form online. Much of it will already be completed, having auto-filled from the department requisition and the Applicant Data Form completed by the candidate. All fields must be completed. Questions about the Hire/Transfer Form should be directed to HR Data Services.
- HR Data Services will perform quality checks on the Hire/Transfer Forms online.
- Before the hire data will be approved and loaded into the system for benefits enrollment and payroll processing, the Hiring Manager/HR Rep must send these required forms to HR Data Services:
 - [New Emory Recruiting System Hire Cover Sheet](#) for expediting mail sorting and processing by HR Data Services.
 - This newly created cover sheet will assist HR Data Services in differentiating ERS hire paperwork from student employee hire paperwork and hire paperwork for non-ERS hires that still require Human Resources Action forms.
 - I-9 Form
 - G-4 (State of GA Withholding Certificate)
 - W-4 (Federal Withholding Certificate)
 - Direct Deposit Form with (voided check attached)
 - KRONOS Information Sheet (for updates only)