Please use the guide below for instructions on completing this section of the HRAF.

| Effective Date | - The effective date for new hires is their first date of paid employment.  
- For non-US citizens, the effective date **must not** be prior to their work authorization date. |
|---------------|-----------------------------------------------------------------------------------|
| Action Code   | - HIR – New Employee  
- REH – Rehired Employee |
| Reason Codes, New Hires (HIR) | - ADM – Administrative Decision  
- HRE – New Hire  
- SRC – Search  
- TMP – Temporary Assignment |
| Reason Codes, Rehires (REH) | - ADM – Administrative Decision  
- REH – Rehire  
- RET – Rehired Retiree |
| Job Code | - Please provide your employee’s job code. For assistance, please contact Compensation at 404/727-1734 or Open Recruitment at 404/727-7611. |
| Building Code | - Please enter the 7-digit building ID in this area. If unknown, please contact Data Services for assistance. |
| Building Name | - System supplied. |
| Regular/Temp | - Please check appropriate box in reference to your employee’s status.  
- Regular employment is defined as a non-temporary employee working 20+ hours per week and benefits eligible. |
| Employee Class | - Please refer to the **Employee Class Codes** table. |
| Pay Group | Pay groups for nonresident alien employees must be assigned by the Nonresident Alien Tax Specialist. Your nonresident employee must meet with the Specialist at the earliest possible time to determine their tax status and pay group. For an appointment, call 404/727-6080.  
- **EUB** – Emory University, Biweekly (non-exempt)  
- **EUM** – Emory University, Monthly (exempt)  
- **TCM** – Clinic Physician, Monthly (exempt)  
- **VAM** – Veteran’s Administration, Monthly (exempt)  
- **WOC** – Without Compensation (RESTRICTED TO: FACULTY, FACULTY EQUIVALENTS, POST-DOCS, COACHES, CHAPLAINS, AND RESIDENTS) |
| Employee Type | - **H** – Hourly  
- **S** – Monthly |
| Standard Hours | - Please provide the number of hours per week your employee is scheduled to work. |
| FTE (Full-time Equivalency) | - FTE of 1.0 = 40 hours/week  
- FTE of 0.5 = 20 hours/week |
| Next Review Date | - Please provide the date of your employee’s performance review. University policy is 6 months from the date of hire. |
| Comp Rate | - For hourly employees, please enter the hourly compensation rate.  
- For monthly employees, please enter the monthly compensation rate. |

Please be sure that all appropriate departmental signatures are on the HRAF prior to forwarding to Data Services.