

Submit Smart HR Hire Transaction Paid Position

Path: Navigator/Manager Self-Service/Job and Personal Information/Smart HR Template/Smart HR Transactions

Select the following:

Transaction Type: All

Template: 120_HIRE_EMP (Augusta Hire Employee)

Click **Create Transaction**

Smart HR Transactions

Select a template and press Create Transaction.

Transaction Template ?

Transaction Type: All

Select Template: 120_HIRE_EMP Augusta Hire Employee

Transaction Type: All

Transactions in Progress ?

You do not have any transactions in progress.

[Go To](#) [Transaction Status](#)

Enter the following:

Job Effective Date: enter the date of hire

Reason Code: New Hire

Click **Continue**

Smart HR Transactions

Enter Transaction Details

The following transaction details are required.

Template Augusta Hire Employee

Organizational Relationship Employee

Empl ID NEW

***Job Effective Date**

Action Hire

***Reason Code**

**Submit Smart HR Hire Transaction
Paid Position**

Enter/Select the data elements for the new hire. The data elements listed here are those that are required:

First Name

Last Name

Date of Birth

Gender

Marital Status

Address

Position Number

Compensation Frequency

Non-Exempt Employees = H (Hourly)

Exempt Employees (full time) = A (Annual)

Exempt Employees (part time) = M (Monthly)

Comp Rate Code:

Non-Exempt Employees = NAHRLY

Exempt Employees (full time) = NAANNL

Exempt Employees (part time) = NAMNTH

Compensation Rate – Should be the employees' rate of pay.

Click **Save and Submit**

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Smart HR Transactions

Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

Personal/Job Data

Primary Name - English

Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Birth Information

*Date of Birth Birth Country

Person Gender

*Gender

Person Marital Status

*Marital Status

Person National ID United States

National ID

Person Address 01 - United States

*Address Type Address Line 1

Address Line 2 City

*State *Postal Code

County

Person Phone Number 01

Personalize | Find | View All | First 1 of 1 Last

Phone Type	Telephone	Phone Extension	Preferred
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Person Email Address 01

Personalize | Find | View All | First 1 of 1 Last

Email Type	Email Address	Preferred
1 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Diversity - United States

Personalize | Find | View All | First 1 of 1 Last

Ethnic Group
1 <input type="text"/>

Work Location - Position Data

*Position Number

Job Compensation - Payroll Currency and Frequency

*Compensation Frequency

Job Compensation - Pay Components

*Comp Rate Code Compensation Rate

Comments

Comments

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

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Smart HR Transactions

Submit Confirmation



The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go to the Transaction Status page to review the status of this person.

OK