
New Hire Appointments in SAP (HR-W007)

SAINT LOUIS PUBLIC SCHOOLS

1.0 SCOPE:

- 1.1 This work instruction discusses the process that is used to appoint new hires in the SAP system for Saint Louis Public Schools.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1

3.0 APPROVAL AUTHORITY:

- 3.1 Human Resource Chief Officer

Signature

Date

4.0 DEFINITIONS:

- 4.1 SAP – Information system used at Saint Louis Public Schools
- 4.2 SLPS – Saint Louis Public Schools
- 4.3 FTE – Full time employee

5.0 Work Instruction:

- 5.1 Receive new hire employee's paperwork to upload (appoint) in SAP
- 5.2 Log into SAP
- 5.3 Click display
- 5.4 Enter employee's social security number ("=c..xxxxxxxx") and hit enter
- 5.5 On the personnel action screen, determine the following: new hire, re-entry to company, or temp/sub to permanent. Select new hire.
- 5.6 Enter start date and select "hiring" option. Click execute (clock icon).
- 5.7 On the create actions screen, enter the position code, hit enter and save.
- 5.8 Create personal data by entering the name, social security number, date of birth, and gender of the new hire. Enter and save.
- 5.9 Create additional personal data by selecting the ethnicity. Enter and save.
- 5.10 Select probationary on the create organizational assignment screen. Enter and save.
- 5.11 Enter probation expiration date on the create monitoring of task screen. (1 year for non-teaching positions; 5 years for teaching positions) Enter and save.
- 5.12 On the create absence quota screen, enter fiscal year end date. Select absence quota category "PTO" and "VAC" and enter the fiscal year end date. (Vac for FTE = 12 months) Enter and save.
- 5.13 Create planned working time. Enter and save.
- 5.14 Select group and level on the change basic pay screen. Enter and save

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- 5.15 Enter and save on the cost distribution screen.
- 5.16 Enter federal withholding information for W4/W5 forms. Enter filing status and the number of exemptions. Enter and save.
- 5.17 Enter same information as above for the state forms. Enter and save.
- 5.18 Enter the employee address and phone number on the create address screen. Enter and save.
- 5.19 Enter employee emergency contact information. Enter and save.
- 5.20 Enter and save on the create general benefits information screen.
- 5.21 Click “√” in the dialogue box.
- 5.22 Double click on “Automatic Offer” on the enrollment offers screen.
- 5.23 Choose “enroll” on the enrollment plan selection screen.
- 5.24 At the dialogue box, click “X” to exit.
- 5.25 Page forward to change date specifications. Enter and save.
- 5.26 On the create education and training screen, enter the date of degree, type of degree and the university. Enter and save.
- 5.27 Enter the fiscal year end date on the create monitoring of task screen. Enter and save.
- 5.28 Click “create” and select certificate type on the person: change profile screen. Enter and save.
- 5.29 Logout of SAP.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 New Hire employee packets

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
New Hire packets	HR files	99 years	Discard as desired	Secured office

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
04/02/08		Initial Release

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***** End of procedure *****