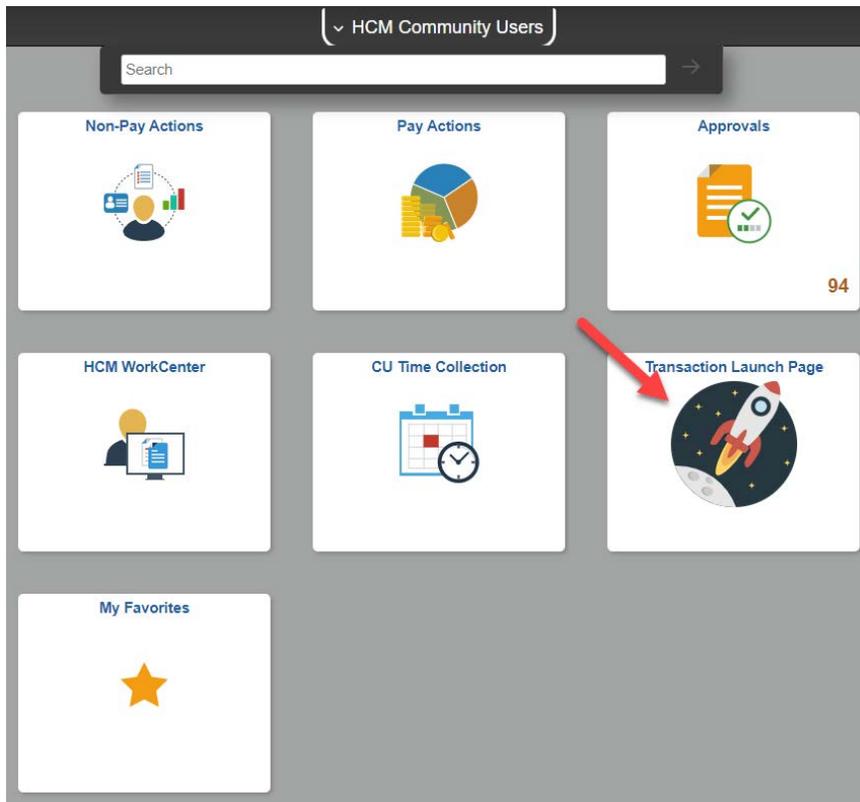


## Hiring a new Lecturer, GPTI or TA

Click on the Transaction Launch Page in HCM.



Enter Empl ID or Name. Select Search Option **Hire/Rehire/Additional Job**. Click Search.

### Transaction Launch Page

**Search Criteria**

Empl ID

Empl Record

First Name

Last Name

Date of Birth  [3]

National ID

National ID Last 4

Department

\*Search Option

Select Add a Person, or if the person is already in HCM, select a record to either rehire if available or add an additional job. Click Submit.

#### Transaction Launch Page

**Search Criteria**

Empl ID	<input type="text"/>
Empl Record	<input type="text"/>
First Name	<input type="text" value="TEST"/>
Last Name	<input type="text" value="CONTRACT"/>
Date of Birth	<input type="text"/>
National ID	<input type="text"/>
National ID Last 4	<input type="text"/>
Department	<input type="text"/>
*Search Option	<input type="text" value="Hire/Rehire/Additional Job"/>
<input type="button" value="Search"/> <input type="button" value="Clear All"/>	

#### No ATS matching values found

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

Select	Source System	Applicant ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
<input type="checkbox"/>								

#### No HCM matching values found

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

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title	Stnd Hrs	Date of Birth	Terminat Date
<input type="checkbox"/>															

Add a Person

Enter the Biographical Details, Contact Information, and Regional Information.

Once entered, on the CU Personal Data I9 page, click OK.

From here, follow the **Reappointing on a Contract** guide starting on page 2. Instead of Data Change, Reappointment, the Action/Reason Code will be Hire, New Hire.