## 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	<b>F</b>											
National ID												
National ID Last 4												
Department												
*Search Option	Hire/Rehire/Additional Job											
	Search Clear All											

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.

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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.