NEW HIRE – PERMANENT POSITION

P-1 Type 001 New Hire – Permanent Position
Requires Approvals by: PA DEPT COMP

Note: Use the 070 Reemployment P1 if the employee already has a record in HRIS.

<u>COMPLETING THE P1</u>

Optional Remarks:
- Select one or more optional remarks that are applicable to the hire. Possible optional remarks are:

001 Probationary Fulltime Appointment	011 Non-merit Position
002 Probationary Parttime Appointment	012 Overlap Appt. to Replacement Position
003 Permanent Fulltime Appointment	060 Transfer from DOT, CBC, or Regents
004 Permanent Parttime Appointment	065 Advanced Appointment Rate Approved

Remarks:
- List the NEOGOV requisition number. All merit-covered hires should have a requisition number.
- If the hire transferred from the Iowa Department of Transportation (DOT), enter the information provided by the DOT Human Resources Associate in the P1 remarks. This includes the employee's job class at DOT, pay rate, step increase date and dates of employment. Also include the employee's termination date at DOT because if there was a break in service the employee would be treated like a new hire.
- If the hire transferred from Community Based Corrections (CBC), Judicial or Legislative Branch, or a Regents institution, you **must** enter remarks in the P1 stating where the employee is from, their employment dates, and whether or not there was a break in service. If there was a break in service, the employee would receive all new dates.

Page 1:
- Complete all required fields.

Page 2:
- Enter address in USPS compliant format. If you are unsure of the correct format, enter the address on the USPS website and it will return the compliant version.
  - Note that HRIS only allows street addresses up to 20 characters (cannot go past the "G" on PAGE). If the employee's address is longer than 20 characters, enter as much of the address as will fit and list the full address in the P1 remarks.
- Cities should be fully spelled out – e.g. Fort Dodge, not Ft Dodge. Refer to the USPS website if you are unsure of the correct city format.
- For out-of-state addresses the "CO. RESIDENCE" field must be set to **00** (zero-zero).

Page 3:
- Complete the federal and state tax fields based on the employee's completed W-4.
- The pre-tax indicator should be set to **Y** (yes) unless the employee specifically opted out.

Page 4:
- Complete the federal tax fields based on the employee's completed W-4.

Page 5:
- If provided by the employee, enter emergency contact(s).
- Complete the "VETERAN STATUS" field based on the employee's response on the *Confidential Personal Data Form*. If the employee did not respond to the question, set the status to **0** (zero) - No Veteran Status.

Page 6:
- "BASE SALARY" – Set to the minimum of the pay grade for the job class unless the employee has an approved Special Pay/Appointment Action form (M40).
- "STEP INCREASE DATE" –
  - Refer to the Step Increase Schedule.
  - For employees who start on the first day of the pay period, set to 26 weeks from the effective date of employment.
  - For employees who start after the first day of the pay period, set to 26 weeks from the effective date of employment **plus** one additional pay period.
- "MODE OF PAY" –
  - Full-time hires set to **03** Biweekly.
  - Part-time hires set to **01** Hourly.
  - Board members (14000 class code) set to **02** Daily.

NEW HIRE – PERMANENT POSITION CONTINUED

Page 7: • Enter the employee's work phone and building number. The work address will populate from the building code when the P1 processes.

Page 8: • "EMPLOYEE STATUS" –
  o If merit-covered, set to **03** Probationary (Merit).
  o If non-merit, this field should typically be set to **11** Permanent (Non-Merit), unless you are aware of code or contract language allowing for a probationary period – in such cases the field should be set to **01** Probationary (Non-Merit).
• "CONDITION OF EMPLOYMENT" –
  o Set to **01** Fulltime or **02** Part-time based on whether the Position Type is full-time or part-time.
• "HOURS PER WEEK" –
  o Full-time hires set to 40.
  o Part-time hires must be set to less than 40 – enter the approximate number of hours per week the employee will work.
• "STATUS EXPIRATION DATE" –
  o If the employee is serving a probationary period, set to exactly 6 months from the employee's date of hire – e.g. if an employee was hired 02/03/2020, the status expiration date should be 8/03/2020. In cases where there is not an exact corresponding date, set to the date prior – e.g. if an employee was hired on 10/31/2019, set the status expiration date to 04/30/2020.
  o If the employee is not serving a probationary period, this field can be set to zeros (00/00/0000).

Page 9: • "DATE OF EMP." and "VACATION ANNIV." must be set to the employee's first day of work.
• "CERT. NUMBER" – Enter the NEOGOV requisition number, if applicable.

Page 10: • "FICA CODE" must be set to **YES**.
• The "RETIRE IND" field can be left blank. When the P1 processes the system will populate the appropriate code based on the employee's job classification.

ADMINISTRATIVE RULES

11—53.5(8A) Appointment rates. An employee shall be paid at the minimum pay rate for the class to which appointed, except in the following instances:

53.5(1) *Individual advanced appointment rate*. For new hires and reinstatements, the appointing authority may request pay in excess of the minimum based on education and experience directly related to duties that exceed the minimum qualifications of the class. The appointing authority shall maintain a written record of the justification for the advanced appointment rate. The record shall be a part of the official employee file. All employees possessing equivalent qualifications in the same class and with the same appointing authority may be adjusted to the advanced rate. Individual advanced appointment rates are subject to prior approval by the department.

53.7(5) *Eligibility dates*. An employee's pay increase eligibility date shall be set at the time of hire, and if the employee starts on the first working day of the pay period, it shall be the first day of the pay period following completion of the employee's minimum pay increase eligibility period. Otherwise, it shall be the first day of the pay period following the date the employee starts work.

a. General. A new eligibility date shall be set when an employee receives an increase in base pay, except when transferring in the same pay grade to a different pay plan. Such date will be set at 52 weeks, except for new hires and employees who receive a pay increase as a result of a promotion, reclassification or pay grade change. The date for such employees shall be 26 weeks following the effective date of the action.