

Release 1 Assigning Employee Id

This Job Aid addresses the Employee ID assignment process that will be utilized between Release 1 and Release 2 of Cardinal HCM.

For inter-agency transfers from PMIS to Cardinal HCM during the period between Release 1 and Release 2 of Cardinal HCM, agencies should use this job aid.

For inter-agency transfers from Cardinal HCM to PMIS during the period between Release 1 and Release 2 of Cardinal HCM, agencies will follow the normal new hire process in PMIS.

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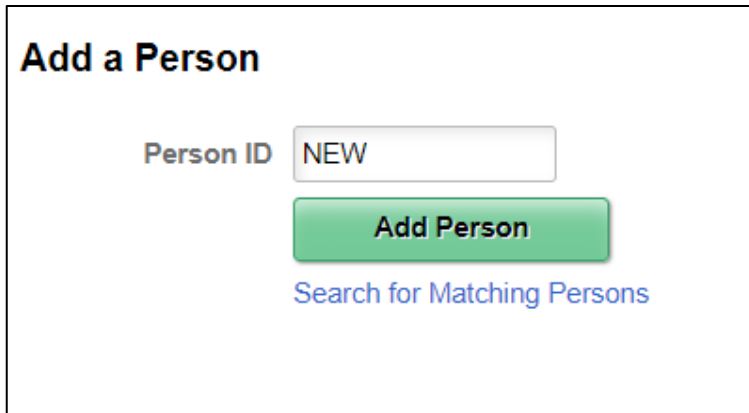
Validate that the New Hire is Not in Cardinal HCM..... 2

Validate that the New Hire is Not in Cardinal HCM

1. Navigate to the **Search Match** page using the following path:

Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays.



Add a Person

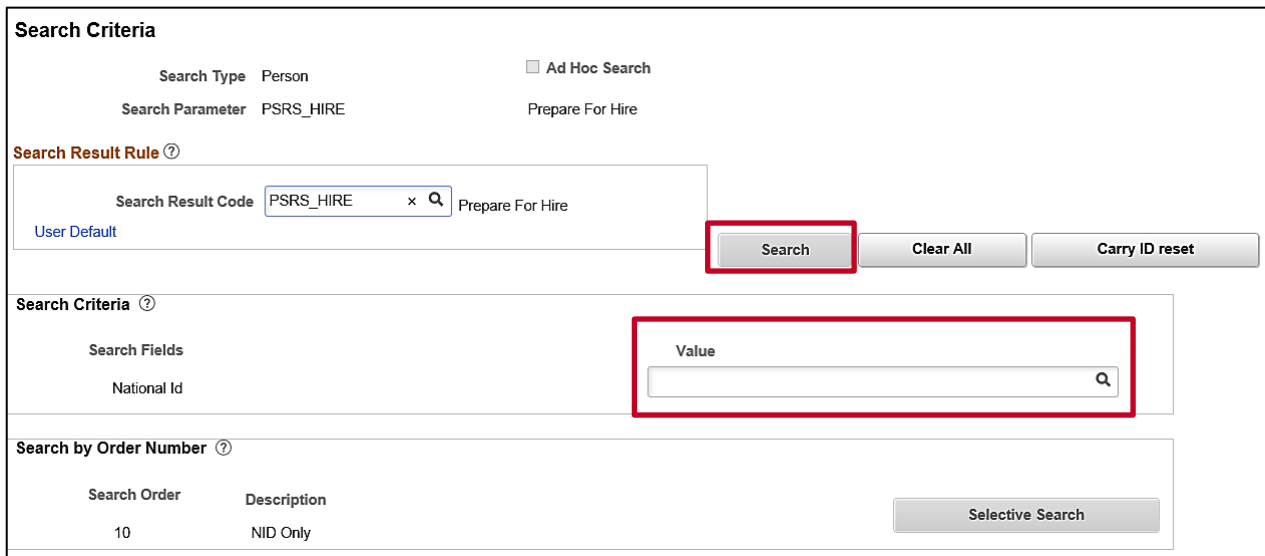
Person ID

Add Person

[Search for Matching Persons](#)

2. Click the **Search for Matching Persons** link.

The **Search Criteria** page displays.



Search Criteria

Search Type Person Ad Hoc Search

Search Parameter PSRS_HIRE Prepare For Hire

Search Result Rule ?

Search Result Code PSRS_HIRE x Q Prepare For Hire

User Default

Search Clear All Carry ID reset

Search Criteria ?

Search Fields

National Id

Value

Search by Order Number ?

Search Order	Description
10	NID Only

Selective Search

3. Enter the employee's SSN into the **Value** field.

4. Press the **Tab** key on the keyboard to enable the **Search** button.

Note: The SSN is reformatted automatically (dashes removed if entered).

5. Click the **Search** button.

The **Search Results** page displays.

Search Results

Search Type Person Ad Hoc Search

Search Parameter PSRS_HIRE Prepare For Hire

Result Code PSRS_HIRE Prepare For Hire

▼ **Search Results Summary**

Number of ID's Found	1	
Search Order Number	10	NID Only

[Return to Search Criteria](#)

▼ **Search Results**

🔍
1-1 of 1 | View All

		Empl ID	Last Name	First Name	Middle Name			
1	<input type="button" value="Carry ID"/>					Person Organizational Summary	<input type="button" value="+"/>	<input type="button" value="-"/>

6. Click the **Person Organizational Summary** link.

The **Person Organizational Summary** page displays in a new internet tab.

Person Organizational Summary

🔍
1 of 1 | View All

ORG Instance 0 Last Hire 06/10/2020 Termination Date 06/10/2020

HR Status Inactive Payroll Status Terminated

Assignments

🔍
1-1 of 1 | View All

Empl Record	HR Status	Payroll Status	Date Last Change	Business Unit	Last Asgn Start	Employee Class	Term Date	Job Code	Grade	Benefits Status
0	Inactive	Terminated	06/11/2020	71800	06/10/2020	Classified Salary	06/10/2020	91512	6	Active

7. Write down the employee ID if applicable and continue as outlined in the **HR351** or **HR352 New Hire** Job Aid or **Inter Transfer** Job Aid.

Note: If there was no matching value, continue with the following steps to get an Employee ID.

8. Access PMIS and request an Employee ID number.

Note: If your agency or locality does not have access to PMIS, contact the Office of Health Benefits to obtain an Employee ID number.

9. Enter the new hire information on the PSE300 screen within PMIS.

10. After saving the new hire, make note or take a screenshot of the Employee ID assigned by PMIS.

Release 1 Assigning Empl Id

Note: This will generate the new Employee ID number. This process of assigning the new employee ID number is to be used only for the time period between Release 1 go live and Release 2 go live.

11. DHRM will process an overnight batch of new hires (Employee IDs will be generated) that will update Cardinal with the Employee ID and Social Security Number ONLY.

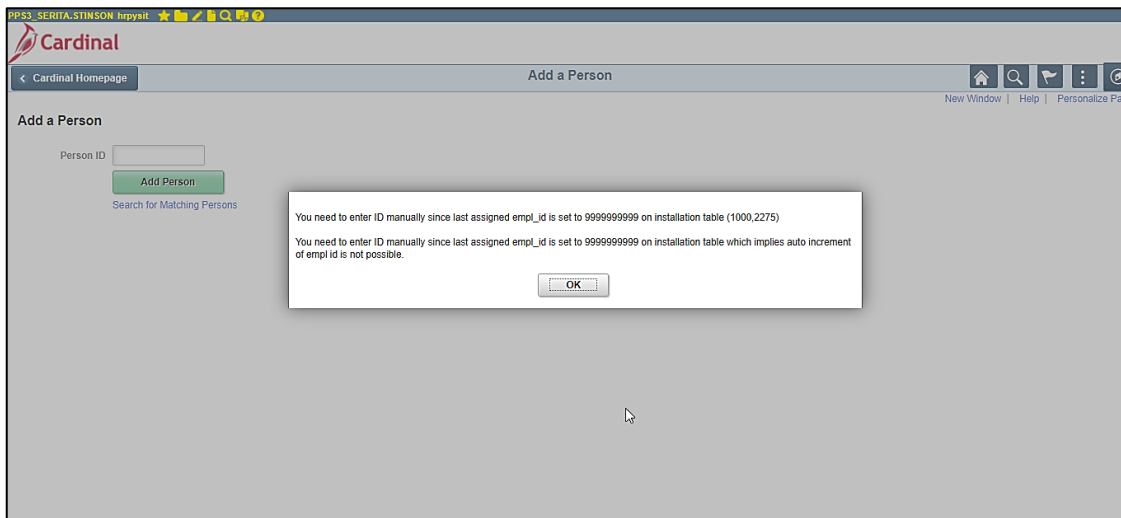
Note: As this is an overnight batch process, wait until the following morning and then proceed with the following steps.

Note: For interfacing agencies, the PMIS number should be used in the interface file HR003 to process the new hire.

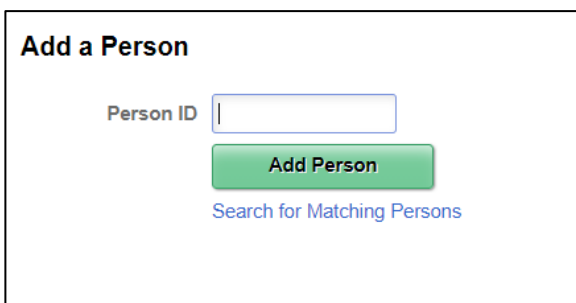
12. Navigate to the **Add a Person Page** using the following navigation:

Navigator > Workforce Administration > Personal Information > Add a Person

The **Add a Person** page displays with a message displayed in a pop-up window.



13. Click the **Ok** button to close the message.



14. In the **Person ID** field enter the newly generated PMIS employee ID number (interfaced during the night to Cardinal as a result of the DHRM batch job).

15. Click the **Add Person** button.

Note: To complete the new hire, refer to the **HR351** or **HR352 New Hire Job Aid** or **Inter Transfer Job Aid**.