



# Reference Guide Processing Non-PCS Hires

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
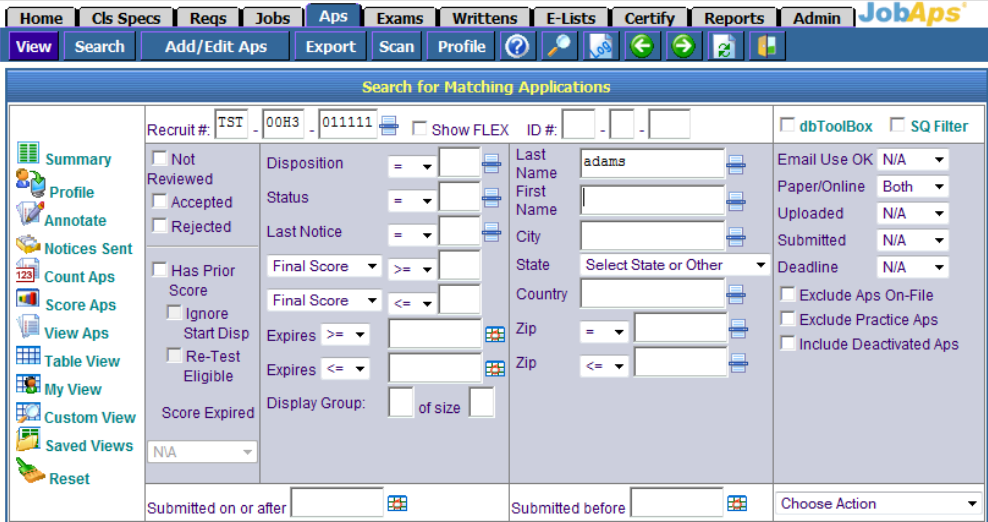
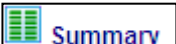
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## Processing Non-PCS Hires in JobAps

Once you have created your non-public recruitment planner and announcement in our reference Guide titled “Beginning a Recruitment,” and you have directed your non-PCS hires to the online application, you will be ready to process their submitted applications. By following the steps described in this reference guide, you will have set up everything that is required to import your new hire or re-hire data into PeopleSoft.

Re-hire refers to former city employees that have separated completely from the city. Please be sure that you have already referred to PeopleSoft to locate an EMPLID number for any rehires, and that you verify that your exempt hire has never been a city employee. For current city employees you will follow the same process in JobAps, however the final step will be different.

Step	Action
1.	Click the <b>Aps</b> tab. 
2.	Enter your recruitment ID in the <b>Recruit #</b> , fields, or use the chooser to select it.
3.	Enter your new non-PCS hire/re-hire’s name into the search fields. (If you are processing multiple new hires/re-hires at the same time, you can skip this step.) 
4.	Click the <b>Summary</b> button. 



# Reference Guide Applicant Tracking

Step	Action
5.	If you scroll down the page, you will see various data fields related to this application.

**Summary View of Applicants**

Update Workset   
 Show All   
 Send Notices   
 Show Notes   
 View Ap   
 Print Batch

Applicant Name	Job #	Job Title	Date Applied	Stat	Disp	Final Score	Last Notice Date	Last Notice Type	Ap Exp Date
ADAMS, APRIL	TST-00H3-011111	H3 Firefighter/Paramedic	12/01/2009	AC	SUB	700			

**Tracking Detail For Applicant Selected From Above Summary Table**

Save Changes   
 Send Applicant Mail   
 Edit Application   
 Notices for this Application   
 Notices for this Applicant   
 Notices for this Recruitment   
 Restrict

First Name: APRIL	Disposition: SUB	Received on: 12/01/2009 12:00	Last Notice: <input type="text"/>
Last Name: ADAMS	Status: AC	Reviewed by: <input type="text"/>	Notice Sent: <input type="text"/>
EasyID: ada-24-0003	Hire Date: <input type="text"/>	Hire Dept: <input type="text"/>	Hired: <input type="checkbox"/>
MQ Reject: <input type="text"/>	Final Score: 700	Ap Expires: <input type="text"/>	
Alert: <input type="text"/>	Appointment Type: Select Appointment Type		

Acc1   
 Rej1   
 Edu   
 Exp   
 Lic   
 Loc   
 Bil   
 Shift   
 FT   
 PT   
 Typ   
 NMI   
 SQ   
 NI   
 Spc

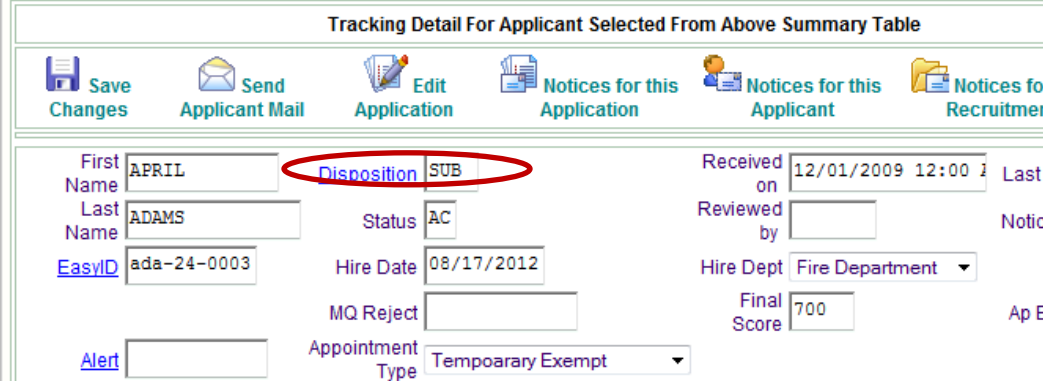

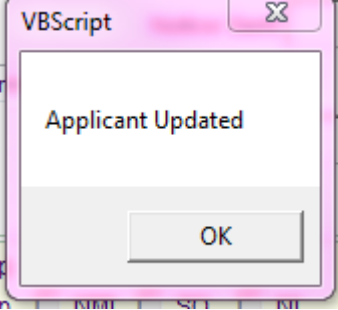
Acc2   
 Rej2   
 Edu   
 Exp   
 Lic   
 Loc   
 Bil   
 Shift   
 FT   
 PT   
 Typ   
 NMI   
 SQ   
 NI   
 Spc

Notice  Show All Scores

Career Credits <input type="text"/>	Promotional Points <input type="text"/>	Veterans Points <input type="text"/>	
T-Score <input type="checkbox"/>	SQ Score <input type="text"/>	Composite Score <input type="text"/>	Rescale Score <input type="text"/>
Pass <input type="checkbox"/>	Rounded Score <input type="text"/>	Score+Extra Pts <input type="text"/>	
Oral Board Interview A <input type="text"/>	Not Used <input type="text"/>	Not Used <input type="text"/>	Not Used <input type="text"/>
Not Used <input type="text"/>	Not Used <input type="text"/>	Not Used <input type="text"/>	
Contract/GES <input type="checkbox"/>	Budget <input type="checkbox"/>	Finance <input type="checkbox"/>	Management <input type="checkbox"/>
Grants <input type="checkbox"/>	Program/Plan <input type="checkbox"/>	Legislative <input type="checkbox"/>	Economics <input type="checkbox"/>
Other <input type="checkbox"/>	Not Qualifie <input type="checkbox"/>	Reglnactive <input type="text"/>	SC_LIST <input type="text"/>
SC_RANK <input type="text"/>	Management <input type="text"/>	Contracts <input type="text"/>	CW_Seniority <input type="text"/>
Position# <input type="text"/>	SFPD BG <input type="checkbox"/>	Dept_HoldOvr <input type="text"/>	Date1 <input type="text"/>
Date2 <input type="text"/>	Yes1 <input type="checkbox"/>	Yes2 <input type="checkbox"/>	Number1 <input type="text"/>
PS Emplid <input type="text"/>			



Step	Action
6.	<p>Start by completing the following fields in the box:</p> <p><b>Hire Date</b> <b>Hire Department</b> <b>Hired (check box)</b> <b>Appointment Type</b></p> <div data-bbox="456 541 1414 848"> <p>Tracking Detail For Applicant Selected From Above Summary Table</p> <p>Save Changes   Send Applicant Mail   Edit Application   Notices for this Application   Notices for this Applicant   Notices for this Recruitment   Restrict</p> <p>First Name: APRIL   Disposition: SUB   Received on: 12/01/2009 12:00   Last Notice: <input type="text"/></p> <p>Last Name: ADAMS   Status: AC   Reviewed by: <input type="text"/>   Notice Sent: <input type="text"/></p> <p>EasyID: ada-24-0003   Hire Date: 08/17/2012   Hire Dept: Fire Department   Hired: <input checked="" type="checkbox"/></p> <p>MQ Reject: <input type="text"/>   Final Score: 700   Ap Expires: <input type="text"/></p> <p>Alert: <input type="text"/>   Appointment Type: Temporary Exempt</p> </div>
7.	<p>Scroll down further to locate and complete the <b>Position #</b> field. <u>Please note:</u> The Position # field will accept more characters than you will see on the screen, please be sure to enter the complete PS position number in this field, or your template hire will be rejected.</p> <div data-bbox="456 1031 1377 1444"> <p>Career Credits <input type="text"/>   Promotional Points <input type="text"/>   Veterans Points <input type="text"/></p> <p>T-Score <input type="checkbox"/>   SQ Score <input type="text"/>   Composite Score <input type="text"/>   Rescale Score <input type="text"/></p> <p>Pass <input type="checkbox"/>   Rounded Score <input type="text"/>   Score+Extra Pts <input type="text"/></p> <p>Oral Board Interview A <input type="text"/>   Not Used <input type="text"/>   Not Used 1 <input type="text"/>   Not Used <input type="text"/></p> <p>Not Used <input type="text"/>   Not Used <input type="text"/>   Not Used <input type="text"/></p> <p>Contract/GES <input type="checkbox"/>   Budget <input type="checkbox"/>   Finance <input type="checkbox"/>   Management <input type="checkbox"/></p> <p>Grants <input type="checkbox"/>   Program/Plan <input type="checkbox"/>   Legislative <input type="checkbox"/>   Economics <input type="checkbox"/></p> <p>Other <input type="checkbox"/>   Not Qualifie <input type="checkbox"/>   Reglnactive <input type="text"/>   SC_LIST <input type="text"/></p> <p>SC_RANK <input type="text"/>   Management <input type="text"/>   Contracts <input type="text"/>   CW_Seniority <input type="text"/></p> <p><b>Position# .11111</b>   SFPD BG <input type="checkbox"/>   Dept_HoldOvr <input type="text"/>   Date1 <input type="text"/></p> <p>Date2 <input type="text"/>   Yes1 <input type="checkbox"/>   Yes2 <input type="checkbox"/>   Number1 <input type="text"/></p> <p>PS Emplid <input type="text"/></p> </div>
8.	<p>Be sure to check PeopleSoft to determine if the person you are processing is a re-hire. If they have a record in PeopleSoft, be sure to enter their <b>PS Emplid</b> (DSW#) in the corresponding field. (Skipping this step will result in an error if the person already has a record in PeopleSoft. )</p> <div data-bbox="456 1633 1377 1766"> <p>SC_RANK <input type="text"/>   Management <input type="text"/>   Contracts <input type="text"/>   CW_Seniority <input type="text"/></p> <p>Position# .11111   SFPD BG <input type="checkbox"/>   Dept_HoldOvr <input type="text"/>   Date1 <input type="text"/></p> <p>Date2 <input type="text"/>   Yes1 <input type="checkbox"/>   Yes2 <input type="checkbox"/>   Number1 <input type="text"/></p> <p>PS Emplid 56458</p> </div>

Step	Action
9.	<p>The final step in processing a Non-PCS employee is to set their <b>Disposition</b> before saving your work.</p> <p><b>For a new hire – HR</b>  <b>For a Re-hire – REH</b>  <b>For a current employee - NTH</b></p>  <p>The screenshot shows the 'Tracking Detail For Applicant Selected From Above Summary Table' interface. It includes buttons for 'Save Changes', 'Send Applicant Mail', 'Edit Application', 'Notices for this Application', 'Notices for this Applicant', and 'Notices for Recruitment'. The applicant details form shows: First Name: APRIL, Last Name: ADAMS, EasyID: ada-24-0003, Hire Date: 08/17/2012, Status: AC, Disposition: SUB (circled in red), Received on: 12/01/2009 12:00, Final Score: 700, and Appointment Type: Temporary Exempt.</p>
10.	<p>Once you have completed these steps, be sure to hit the <b>Save</b> button in order to record your entries.</p> 
11.	<p>A confirmation will appear on the screen.</p> 
12.	<p>Your hiring selection will be imported to the template hire interface overnight. Please refer to the eMerge PeopleSoft UPK – Entering New Hires and Rehires (Depts) for information on how to enter newly hired and rehired classified employees into the eMerge PeopleSoft system.</p>
13.	<p>An Appointment Processing ESR will need to be submitted for DHR to validate the template hire for new or rehired employees, or to process a Data Change for current employees. Please refer to the Appointment Processing eHRPPM for additional instructions.</p>