New Employee - Job Information

Please use the guide below for instructions on completing these sections of the EHRAF for non-Regular Staff employees.

<table>
<thead>
<tr>
<th>Job Indicator</th>
<th>SOM ONLY-MANDATORY</th>
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</thead>
<tbody>
<tr>
<td>Administrative Department: Position where most of the effort and compensation resides.</td>
<td></td>
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<tr>
<td>Secondary Job: Position has little to no compensation and effort</td>
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<tr>
<td>Not Applicable: Use for all other positions that are not faculty.</td>
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</tbody>
</table>

| Effective Date | The effective date for new hires is their first date of paid employment. |
|               | For non-US citizens, the effective date must not be prior to their work authorization date. |

| Action Code | - HIR – New Employee |
|            | - REH – Rehired Employee |

| Reason Codes, New Hires (HIR) | ADM – Administrative Decision |
|                               | HRE – New Hire |
|                               | SRC – Search |
|                               | TMP – Temporary Assignment |

| Reason Codes, Rehires (REH) | ADM – Administrative Decision |
|                            | REH – Rehire |
|                            | RET – Rehire Retiree |

| Job Code | Please provide your employee’s job code. For assistance, please contact Compensation at 404/727-1734 or Open Recruitment at 404/727-7611. |
| Building Code | Please enter the 7-digit building ID in this area. If unknown, please contact Data Services for assistance. |
| Building Name | System supplied. |
| Regular/Temp | Please check appropriate box in reference to your employee’s status. |
|               | Regular employment is defined as a non-temporary employee working 20+ hours per week and benefits eligible. |

| Employee Class | Please refer to the Employee Class Codes table. |

| Pay Group | Pay groups for nonresident alien employees must be assigned by the Nonresident Alien Tax Specialist. Your nonresident employee must meet with the Specialist at the earliest possible time to determine their tax status and pay group. For an appointment, call 404/727-6080. |
| Pay Group | - EUB – Emory University, Biweekly (non-exempt) |
| Pay Group | - EUM – Emory University, Monthly (exempt) |
| Pay Group | - EUR – Emory University Residents (exempt) |
| Pay Group | - NOC – Volunteer No Compensation (RESTRICTED TO: FACULTY, FACULTY EQUIVALENTS, POST-DOCS, COACHES, CHAPLAINS, AND RESIDENTS) |
| Pay Group | - TCM – Clinic Physician, Monthly (exempt) |
| Pay Group | - VAM – Veteran’s Administration, Monthly (exempt) |
| Pay Group | - WOC – Without Compensation (RESTRICTED TO: FACULTY, FACULTY EQUIVALENTS, POST-DOCS, COACHES, CHAPLAINS, AND RESIDENTS) |

| Employee Type | - H – Hourly |
|               | - S – Monthly |

| Standard Hours | Please provide the number of hours per week your employee is scheduled to work. |
| FTE (Full-time Equivalency) | - FTE of 1.0 = 40 hours/week (36 to 40 hours/week is Full-Time) |
|                   | - FTE of 0.5 = 20 hours/week |

| Next Review Date | Please provide the date of your employee’s performance review. University policy is 6 months from the date of hire. |

| Comp Rate | - For hourly employees, please enter the hourly compensation rate. |
|          | - For monthly employees, please enter the monthly compensation rate. |

Departmental Temporary Staff hires need the approval of ETS.