Initiate a Template-Based Hire – Casual AUPE Hourly (Operating)

Purpose:
This reference guide takes you through the process of hiring or rehiring an individual who will be paid from an operating budget to augment the regular workforce for no more than 30 work days per calendar year (Casual Augmentation), or to replace an employee who is absent from work for less than 20 consecutive days (Casual Replacement).

Definitions of casual appointment types are provided in Article 1 of the Alberta Union of Provincial Employees (AUPE) Collective Agreement.

Note: Recurring part-time hourly jobs are hired through the Job Opening Request Form (in Human Resources PeopleSoft), not a Template-Based Hire.

Audience:
University of Calgary employees with the Reports to Manager or HR Forms Initiator security role in Human Resources PeopleSoft.

Prerequisites:
- Must be logged in to the myUofC portal.
- Must have referred to Schedule A in the AUPE Collective Agreement for salary schedule information. When changes are made to salary scales, they become effective April 1st of each academic year.
- Must have the individual’s personal information and job details on hand.

Step 1: Access Template-Based Hire Screen
1. From the myUofC Portal, click My work.
2. Under People management, click Template-based hire.

The Add Template-Based Hire screen is displayed.
Step 2: Access Template Selection
1. Click the Look up Select Template button (magnifying glass) next to the Select Template field.

The Look up Select Template window is displayed.

Step 3: Select Template
The templates displayed are specific to the types of hires Reports to Managers/HR Forms Initiators perform. You may have more or fewer templates visible depending on your HR security roles.

1. Click the UC_AUPE_HOURLY link.

You are returned to the Add Template-Based Hire screen.

Step 4: Create Transaction
1. Click the Create Transaction button.

You arrive at the Enter Transaction Details screen.

Step 5: Enter Transaction Details
How you complete the Enter Transaction Details screen depends upon whether you are entering a rehire or a new hire.
# Step 5: Enter Transaction Details

<table>
<thead>
<tr>
<th>To Hire a New Employee with no Existing Employee/Student ID</th>
<th>To Rehire someone with an Existing Employee/Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leave</strong> the default <strong>NEW</strong> in the Empl ID field.</td>
<td><strong>You will require the existing employee ID.</strong> (Note: This does not apply to a Sessional or Grad template based hire.)</td>
</tr>
<tr>
<td>1. Enter the <strong>Job Effective Date</strong> by clicking the <strong>Choose a date button (calendar)</strong> and select either the 1st or the 16th of the month to coincide with a new pay period.</td>
<td>1. Click the <strong>Look up Employee ID</strong> button (magnifying glass) next to the <strong>Employee ID</strong> field.</td>
</tr>
<tr>
<td>2. Click <strong>Continue</strong>.</td>
<td>2. Enter the <strong>employee ID</strong>.</td>
</tr>
<tr>
<td></td>
<td>3. Click <strong>Look Up</strong>.</td>
</tr>
<tr>
<td></td>
<td>4. A message appears confirming the person already exists. Click <strong>OK</strong></td>
</tr>
<tr>
<td></td>
<td>5. In the <strong>Search Results</strong> click on the ID in the Empl ID column.</td>
</tr>
<tr>
<td></td>
<td>6. Enter the <strong>Job Effective Date</strong> by clicking the <strong>Choose a date button (calendar)</strong> and select either the 1st or the 16th of the month to coincide with a new pay period.</td>
</tr>
<tr>
<td></td>
<td>7. Click <strong>Continue</strong>. <strong>Note:</strong> The ‘Action’ status defaults to <strong>Hire</strong>. If this is a rehire the field will automatically adjust once the template is saved!</td>
</tr>
</tbody>
</table>
Step 6: Complete Enter Personal Info Tab
1. On the Enter Personal Info tab, complete the following fields:
   a. First Name
   b. Last name
   c. Gender
   d. Email address
2. Click the Personal Info cont. tab.

Note: If you are performing a Rehire, these fields will automatically be filled in.

Here’s are some tips for you!
The fields with an * (asterisk) are mandatory.
Use the Tab key on your keyboard to move to the next field.

Step 7: Complete the Personal Info cont. Tab
1. On the Personal Info cont. tab, complete the following fields:
   a. Address Line 1
   b. City
   c. Province
   d. Postal Code
   e. Telephone Number
2. Click the Enter Job Info tab.

Remember: If you are performing a Rehire, these fields will automatically be filled in.
Step 8: Complete the Enter Job Info Tab

1. Select UCALG in the Business Unit field.
2. Enter the correct department information into the Department field. This is the department number under which the individual will be working.
3. Click the Job Code dropdown and select the applicable hourly job code.
4. Click the Look up Reports To Position Number button (magnifying glass) to specify the Reports to Manager for this position. You can search by business title, department, first name, last name and position number. When you search by position number, you can verify who holds that position to ensure you select the correct position.
5. Click the Employee Classification dropdown and make your selection: Casual Aug for Casual Augmentation or Casual Rep for Casual Replacement. See Article 1 of the AUPE Collective Agreement for descriptions of both casual employee classifications.
6. Click the Union Code dropdown and select AUP – AB Union Provincial Empl.
7. Enter the correct hourly Compensation Rate.
8. Enter an appropriate Business Title.
9. Click the Final Page tab.
Step 9: Complete the Final Page Tab

1. **(Optional)** Use the **Comments** field to provide additional information to approvers in the automated approval workflow.

2. **(Optional)** Use the **Save for Later** button to save up to this point and return later via the Drafts Hires to Process section on the Template-Based Hire page.

3. Click **Save and Submit**.

### Manage Hire Details

The information entered into the template is now transferred to the Manage Hire Details page. This provides you with an opportunity to review and validate your entries prior to submitting for approval.

Always **double-check the Start Date** just in case you accidentally entered the wrong date. **Should you need to adjust any information, you can click the Cancel Request button.** This returns the template to the Draft Hires to Process list on the Add Template-Based Hire page. From here, the template can be edited and resubmitted.

You can review hire details by clicking the **View Template** button in the top right corner of the Manage Hire Details page. Once again, should you need to adjust any information, you can exit the View Template screen, return to the Manage Hire Details page and click the Cancel Request button to edit and resubmit the template.
1. The Run Edits button provides a final verification of your data entries. This button runs a process to ensure that the date you entered is valid for the appointment type being hired. To perform this process, begin by clicking Run Edits.

If this is a new hire, click the View All link to view both Person and Job edits.

Upon validating your entries, you will see either a pass or fail message. Note: For Rehires there will only be Job Edits (no Personal Data edits).

**If the Edits pass**, the following messages are displayed:
- Edits Ok = Yes
- Under Job Edits Errors = Personal Data Edits are OK
- Job Edits are OK

**If the Edits fail**, the following messages are displayed:
- Edits Ok = No
- Job Edits Errors (1&2) – In these sections you receive a PeopleSoft message explaining the error (e.g. Planned Exit Date cannot be before Entry Date).

Click the Cancel Request button, review your entries and make corrections as required. Contact HR Help at 220-5932 or via hr@ucalgary.ca if the source of the job edit error is unclear.

Once the edits are ok, click Submit for Approval.

Important! Whenever you click Submit for Approval a brand new candidate will receive an email requesting their SIN and DOB.
TBH Approval Workflow

The TBH Approval Workflow displays the status of the TBH Request as Pending.

The status remains Pending until all approvers sign into PeopleSoft and approve the transaction. At which point, the status changes to Approved. This includes a brand new candidate who will receive an email with instructions to submit their SIN and DOB.

An approver’s name is displayed in the approval box, followed by any other required reviews and approvals.

The process is now complete.

Results

Completion of this transaction results in the following:

- An email notification is sent to the approver alerting him/her that a Template-Based Hire requires approval.
- Once all reviews and approvals have passed, HR Operations processes the TBH to create the Casual AUPE – Hourly job record.

Next Steps

Once you have completed this transaction, perform the following:

- Navigate to the Template-Based Hires Status page (Manager Self Service → Job and Personal Information → Template-Based Hire → Template-Based Hire Status) to confirm that the TBH is displayed under the Pending Hires section. It will remain there until HR Operations processes it.
- Template-Based Hires appear in the Manager’s standard reports the day after they are processed by HR Operations.