Non-Employee Appointments

PeopleSoft 9.2

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Prior to Creating a Non-Employee Appointment

Access to eRecruit

User will need to have appropriate access in hrprd.umsystem.edu to login and create the appointment.

If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to hrs@mst.edu.

The form can be found at https://hr.mst.edu/resources/forms/ under PeopleSoft Access Request.

Note: The turnaround time for setting up security access is typically a week.
Creating a Non-Employee Appointment

No ID Number

In hrprd.umsystem.edu select the ePAF Homepage tile

Then select New Hire (Create emplid)
The form ID will be listed in the top right-hand corner of the screen.

Name: Make sure to use the legal name of the appointee.

Enter the Effective Date, Business Unit as ROLLA, and change the personal prehire data toggle as NO. Status of CBC should be Not Applicable.

Employee Class should be 9 Non-Employee.

Change the position number toggle to No. Enter the department, job code as 9993-COURTESY or 9996-VOLUNTEER and supervisor ID.

Make sure to enter a current email address for the person receiving the appointment. They will receive an email prompting them to complete the demo data form. Once they complete the demo data, that form will be routed to Human Resources for review. After it is approved, you will receive the two emails below.

The first email informs you of the status of the DemoData form you submitted.

FYI: DEMODATA for ROLLA  Miner, Joe  has been executed.

For your information, this request has been executed. Processing is completed.
The second email informs you that your hire form is now ready for you to process.

Log back into hrprd.umsystem.edu and select the ePAF Homepage tile then select Evaluate an ePAF.

Enter the Form ID from the second email and Search, this will open the form. If you do not receive the second email, instead use the EmplID number from the first email to search for the form.

Now skip to the Add Hire: Hire Form section of the manual.
Existing ID Number
In hrprd.umsystem.edu select the ePAF Homepage tile.

In the upper left-hand corner of the screen, enter the Emplid number and click Search. If you do not have the Emplid search by Lastname, Firstname. Verify that the person you select is the correct person.

New Hire/ReHire
If the record shows that they are not a Current Employee, select the dropdown and choose Hire Non-Recruit

Now skip to the Add Hire: Hire Form section of the manual.

Current Employee
If the record shows that they are a Current Employee, select the dropdown and choose Concurrent Hire
Add Hire: Hire Form

The form ID will be listed in the top right-hand corner of the screen.

Hire Form Data

Enter the Effective Date and “tab”, business unit should be ROLLA, employee class will be 9 Non-Employee.

Leave the position number as No there should not be a position number used for these appointments.

Job Information

Enter the Supervisor ID, Department, and Auto Term Date. The Auto Term Date should be an appropriate date based on the type of work they will be doing. The max duration for a non-employee appointment is one year.

For the Job Code select either 9993-COURTESY or 9996-VOLUNTEER, the location code and tax location code will autofill.

Please Note: If Courtesy Hire needs access to Canvas and/or Zoom, you must additionally request their account to be mailbox enabled through your local IT Department.
Enter an appropriate **Working Title** for the person receiving the appointment.

**Work Address**

Is a Work Address change needed?  
- [ ] No

Address Line 1  113 Centennial Hall
Address Line 2  300 W 12th Street
City  Rolla
State  MO
Postal Code  65409
Work Telephone

**Work Address**

If the appointment is being created as a concurrent hire and will not be their primary appointment, do not change the work address unless the primary work location is changing. This is a fluid field and whatever is entered as the work address will also show up in the website directory.

Address Line 1 should be the room and building number, Address Line 2 should be the street address.

**Home Address**

Add/Update Home Address?  
- [ ] No

Address Line 1  Miner Lane
Address Line 2
City  Rolla
State  MO
Postal Code  65401

**Home Address**

Verify the Home Address information matches what was provided and update if necessary.

**File Attachments**

- CV/Resume—For academic appointments, a CV will also need to be attached.
- Staff Volunteer Sheet—The Staff Volunteer Sheet must be signed by the individual who is being appointed the position. The signatures on the staff volunteer information sheet need to be physical signatures or authorized electronic signatures. When printing/saving the form in Excel select Fit All Rows on One Page.

The form can be found at: https://hr.mst.edu/position-management/nonemployee_appointments/

**Email Address**

If a umsystem email address is needed for the appointment, a request will need to be submitted using the form at the link above.