

Human Resources Management System

Temporary Employee Hire Process

Quick Reference Guide

Log Into HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.dist.maricopa.edu/> to navigate to the Maricopa District Support Services home page
3. At Maricopa District Support Services home page, place the cursor over the Human/Resources/Jobs menu, and then select HRMS Employee Access.
4. At the Human Resources Management System login screen, in the User ID field, enter your Enterprise ID.
5. In the Password field, enter your MEMO password.
6. Click the Sign In button.

Search for an Employee

1. From the Navigation menu, select the path MCCD Custom>> MCCD Payroll>> Inquire>>Job Summary.
2. In the National ID field, enter the Social Security Number without spaces or dashes.
OR
3. In the Name field, enter the Last Name of the potential employee.
4. Click the Search button.
 - If no results display from the National ID search, then search by Name.
 - If results display note the EmplID, then verify the employee information.

Verify Search Results

1. From the Navigation menu, select the path Workforce Administration>> Personal Information>>Biographical>> Update Personal Information.
2. In the EmplId field, enter the EmplId.
3. Click the Search button.
 - Verify the personal information with the potential employee.


Hire a New Employee

1. From the Navigation Menu, select the path Workforce Administration>>Increase Workforce >>Hire Employee.
2. At the Hire Employee page, click the Add button.

Name History

1. From the Navigation Menu select the path Workforce Administration>>Increase Workforce>>Hire Employee.
2. At the Hire Employee page, select the Add button.
3. At the Name History page, in the First field, enter the First Name of the employee, then press Tab.
 - Enter the name information as it appears on the Social Security card. Use upper and lower case text to enter the name.
4. In the Middle field, enter the Middle Initial of the employee followed by the period, then press Tab. You can also enter the entire middle name.
5. In the Last field, enter the Last Name of the employee, then press Tab. If there is a Jr, Sr, III is listed on the Social Security card, enter it after the last name without any punctuation. (i.e. Smith Jr)
6. Click the Address History tab to move to the next page.

Address History

1. At the Address History page, select the Edit Address link. The Edit Address page will display.
2. In the Address 1 field, enter an Arizona address.
In the city field, enter the city in which the employee lives.
3. In the state field, enter the state in which the employee lives.
4. In the postal field, enter the zip code in which the employee lives.
5. Click OK to return to the Address History page.
6. In the Phone Type field, select the Home phone type from the dropdown options.
7. In the Telephone field, enter telephone number without any dashes or parentheses.
 - The  on the right allows you to add additional phone numbers.
8. Click the Personal History tab to move to the next page.

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Personal History

1. At the Personal History page, in the Effective Date field, enter the appropriate date that represents the new hire date.
 - The new hire date is the first day of the pay period that the employee begins to work.
2. In the gender field, click the drop-down menu to select the appropriate gender.
3. In the highest education level field, click the drop-down menu to select the appropriate education level.
4. In the military status field, click the drop-down menu to select the appropriate military status.
5. Click the Identity/Diversity tab to move to the next page.

Identity/Diversity Information

1. At the Identity/Diversity page, in the date of birth field, click the calendar icon to select the birth date of the employee, then press Tab.
2. In the National ID field, enter the social security number of the employee from the copy of the Social Security Card, without any dashes, then press Tab.
3. Click the Job Information tab to move to the next page.

Job Information

1. At the Job Information page, in the job code field, enter the appropriate job code number, then press Tab.
 - 5998 = temporary hourly and student workers
 - 5999 = adjunct and substitute faculty
2. Click the MCCD Custom Data Tab to move to the next page.

MCCD Custom Data

1. At the MCCD Custom Data page, in the entered field, enter the current date.
2. In the location field, enter the appropriate college location code.
 - Verify the information on all pages of the component before saving. I
3. Click the Save button.
 - Record the new EmplId in the top right corner of the New Hire Packet.

Emergency Information

1. From the Navigation menu, select the path, Workforce Administration>>Personal Information>> Emergency Contact
 - If you navigate to this page immediately after entering a New Hire, go to Step 1 of Contact/Address Information.
2. At the Find an Existing Value page, in the appropriate field(s) enter the search information.
3. Click the Search button to display the results.
4. In the Search results, click the appropriate EmplId link

Contact/Address Information

1. At the Contact Address/Phone page, in the Contact Name field, enter the last name then the first name of the primary contact without any spaces. Use a comma between the last and first name.
2. In the relationship to employee field, click the drop-down menu to select the appropriate relationship.
3. In the Primary Contact field, click in the checkbox if the emergency contact person is the first point of contact.
4. If the primary contact has the same address as the employee, in the Same Address field, click in the checkbox. Otherwise, follow the steps for the Address History.
5. If the primary contact has the same phone number as the employee, in the Same Phone field, click in the checkbox.
6. Click the Other Phone Numbers tab.
7. At the Other Phone Numbers page, in the phone type field, click the drop-down menu to select the appropriate phone type.
8. In the phone field, enter the phone number.
9. Click the Save button.

Payroll Data Information

1. From the Menu, select the path North American Payroll>>Employee Pay Data>>Update Pay Data.
2. In the Mail Drop ID field, enter the appropriate code for your respective college.
3. Click the Save button.

Log Out of HRMS

1. At the top right corner, click Sign Out.