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From: Davis, Carolee
Sent: Friday, June 06, 2008 10:35 AM
To: 'oracle_hrms_users@colostate.edu'
Cc: Scott, Rusty; McGee, Robin; Ritschard, Mark; Albrecht, Don; Cox, James; Cobb, Lawrence; Peyronnin, Ed; Carpenter, Dave; Schroth, Jon; Brake, Michael; Ketterman, Chris
Subject: QuickHelp 5: Obtaining an eID

All,

Future CSU employees are eligible for an eID before their employment begins. This gives them access to campus systems including email. Listed below are two methods for granting a future employee this access – only the first one is recommended (based on preserving the sanity of all involved).

A. Enter the Future Employee Now!

<http://www.hrs.colostate.edu/records/QuickHelp/NewHireFormFacAP.pdf>

1. If all data on the Faculty and Admin Pro New Hire form (link above) can be gathered, the person should be added to the HR system as an employee. A future-dated employment record with approval status “Pending Approval” makes an employee eligible for an eID. Incomplete paperwork will not impede the new employee’s access to eID
2. If some appointment details remain undetermined, you may submit an assignment for approval with your “best guesses”. This approval should remain in the approval process, unapproved at the department level. When the details have been finalized, reject the workflow, correct the assignment information, and resend the new hire for approval. Paperwork should be completed at this time.

Once a person is entered into HR as an employee and is Pending Approval, the CSU ID will be assigned overnight. The hiring process can begin as early as desired – the employee’s “official start date” does not affect the date on which he becomes eligible for an eID.

B. Enter the New Hire as an Associate

The following information is the minimum needed for entering an associate into the HR system.

- Name
 - Gender
 - Birth date
 - SSN (see item 3 below)
1. Although departments may enter a future employee as a guest associate in HR, the transition from associate to employee entails extra work for the department and intervention from campus HR, in many cases.
 2. An associate record must be fully approved before a CSU ID can be assigned.
 3. An SSN is required for employment. While a substitute SSN can be obtained from HR Records for creating an associate record, this ensures that there will be some difficulty in the person’s transition from associate to employee including possible interruption of access to eID-related systems, such as email.

Notes

1. For new hires of **all employee types**, a CSU ID should be assigned the night after the assignment was sent for approval. The CSU ID is stored in CSU Maintain Person > Beermug > Banner CSU ID. Associate CSU IDs are assigned the night after the assignment is fully approved.
2. If the CSU ID does not populate as described above, please contact hrs_data_systems@mail.colostate.edu with the employee/associate's name and HR employee number.

The QuickHelp email series is available for your reference at <http://www.hrs.colostate.edu/records/QuickHelp.html> .

Thanks,
Carolee

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