Enter Employee Record for New Hires

Employee records will only need to be manually created from scratch in rare instances. If an employee record needs to be created, submit a helpdesk ticket to the DoDEA DAI Help Desk.

Please note that timekeeper groups will be maintained through the DCPDS interface after Release 1.2 in mid-August. Until that time, HQ HR CSRs will create new timekeeper groups and the HR Interface Administrator will notify Area HR CSRs to add new employees to an existing group.

Also note that all terminations are made in DCPDS. The termination will flow to DAI through the DCPDS interface and will terminate the employee in the DAI system. Do not manually terminate an employee in DAI.

When new employees join DoDEA, the HR Interface Administrator will receive a notification for the new hire. The HR Interface Administrator will in turn notify the appropriate Area HR CSR of the new hire. The Area HR CSR will then need to enter the following fields on the new employee's record. All other information will be populated through the DCPDS interface:

1. **Primary & Pseudo* SSN**
2. **Email Address**
3. **Default Project & Task**
4. **P-Code**
5. **PS-Code**
6. **12 Pay Indicator**
7. **Supervisor**

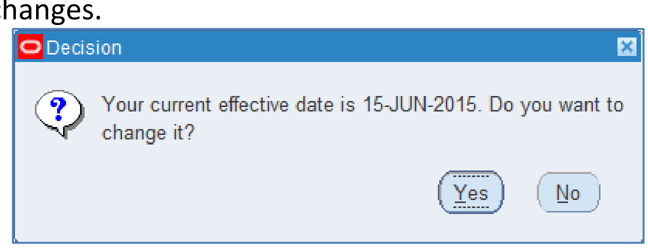
Responsibility: HR CSR DoDEA
Navigation: People → Enter and Maintain

When making changes to the employee record, please ensure that you date track correctly. Please see the Date Tracking section below for guidance on the date tracking process.

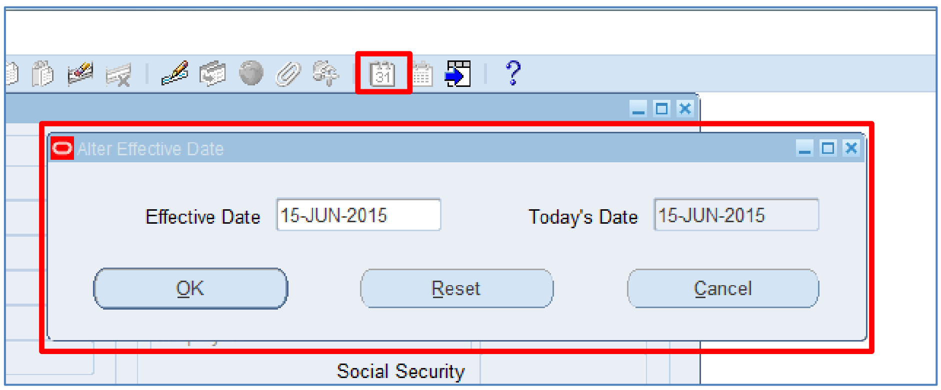
*Pseudo SSNs are not required for all new hires. Please refer to the guidance below for entering Pseudo SSNs

DATE TRACKING

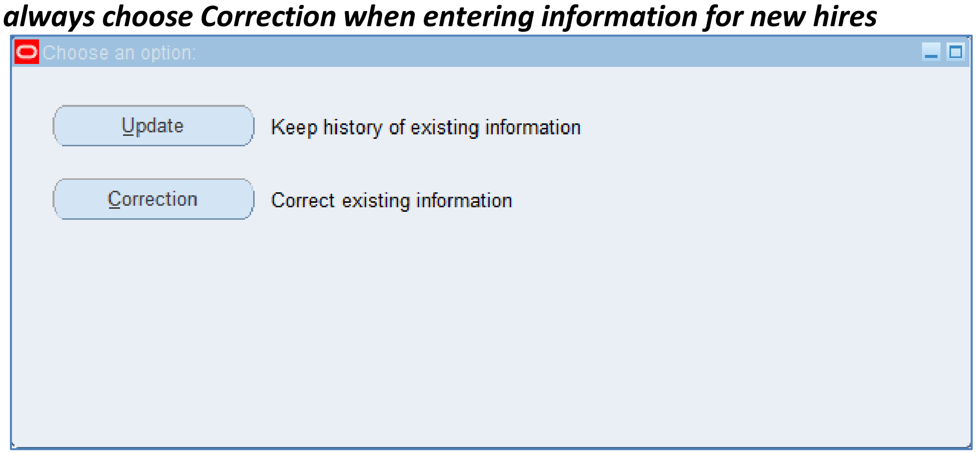
- **Effective Date:** All changes will be made as of the **Effective Date.** You can either change the effective date before opening an employee record or you can select **No** and alter the effective date once you have made the necessary changes.



OR

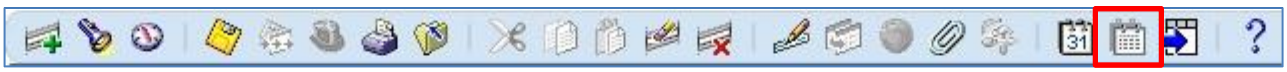


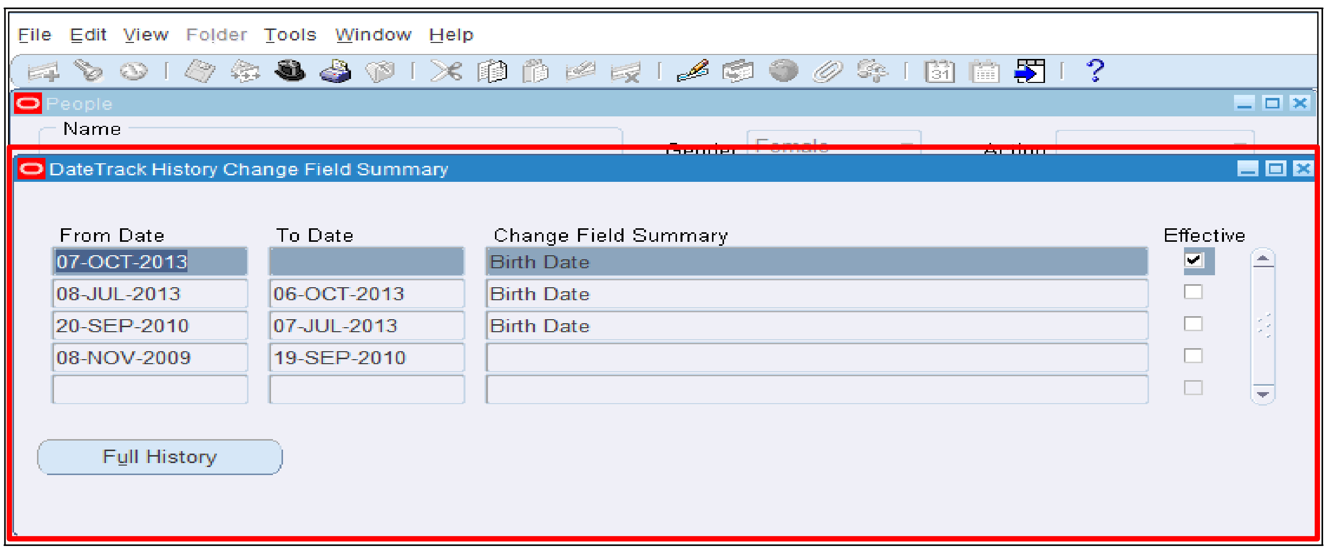
- **Update:** Update to make changes going forward as of the effective date. (E.g. Supervisor change)
- **Correction:** Correct to change the existing information from the employee's start date to current. (E.g. SSN correction)
  HR CSRs will always choose Correction when entering information for new hires



- **Replace:** When choosing **Update**, the system will ask if you want to **Insert** or **Replace** if there is a future change on the employee's record. **Replace** means that the change will be effective as of the date that the user is currently tracked to and will replace any future changes on that record.
- **Insert: Insert** means that the change will be made effective as of the date that the user is currently tracked to, but future changes will stay in place and will be effective as of the date of the future change.

- **Date Track History:** Click the calendar icon to view the date track history of the employee record.



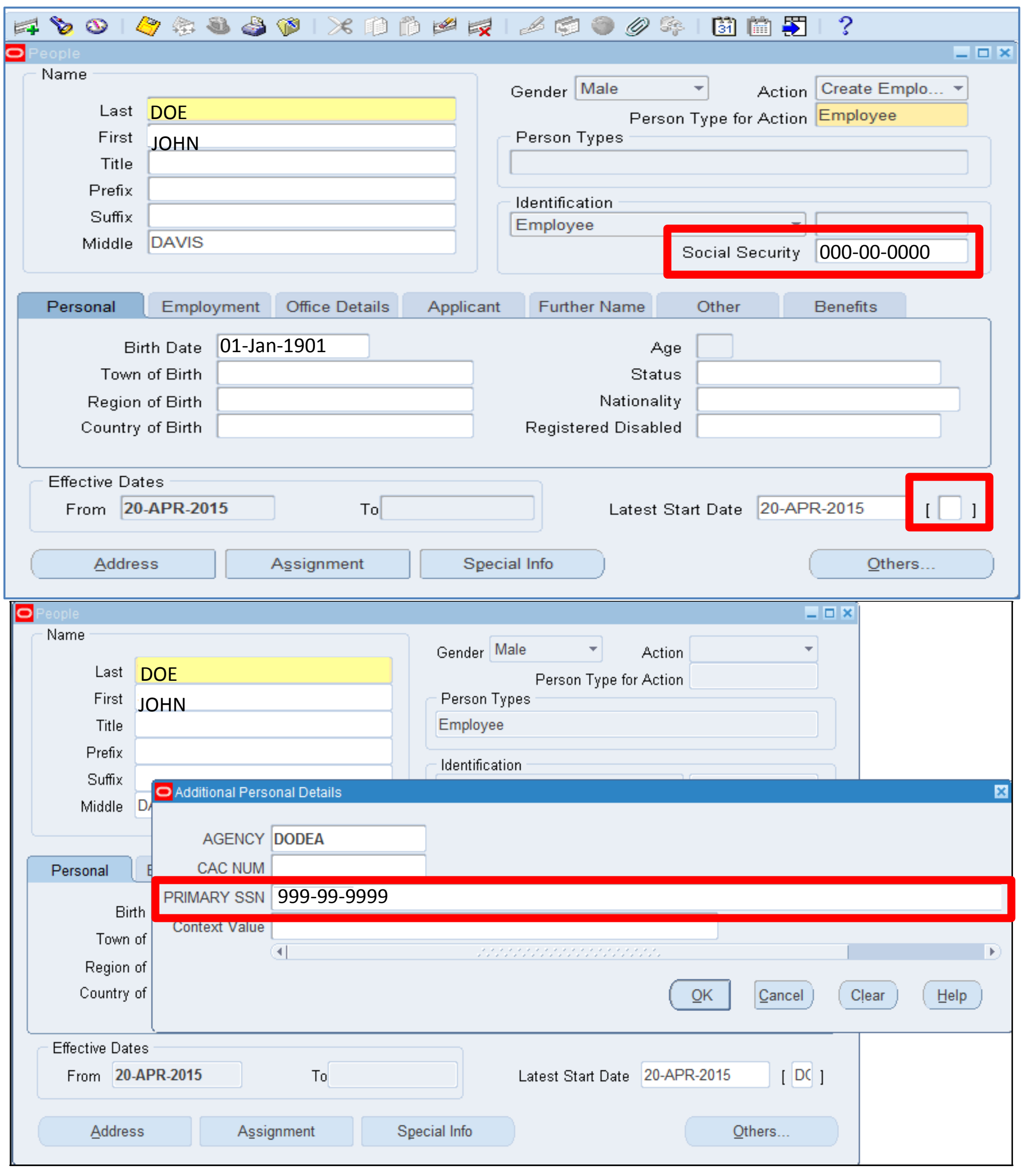


1. PRIMARY and PSEUDO SSN

If an employee has multiple jobs within the agency, the employee will have multiple records within DCPDS with multiple SSNs.

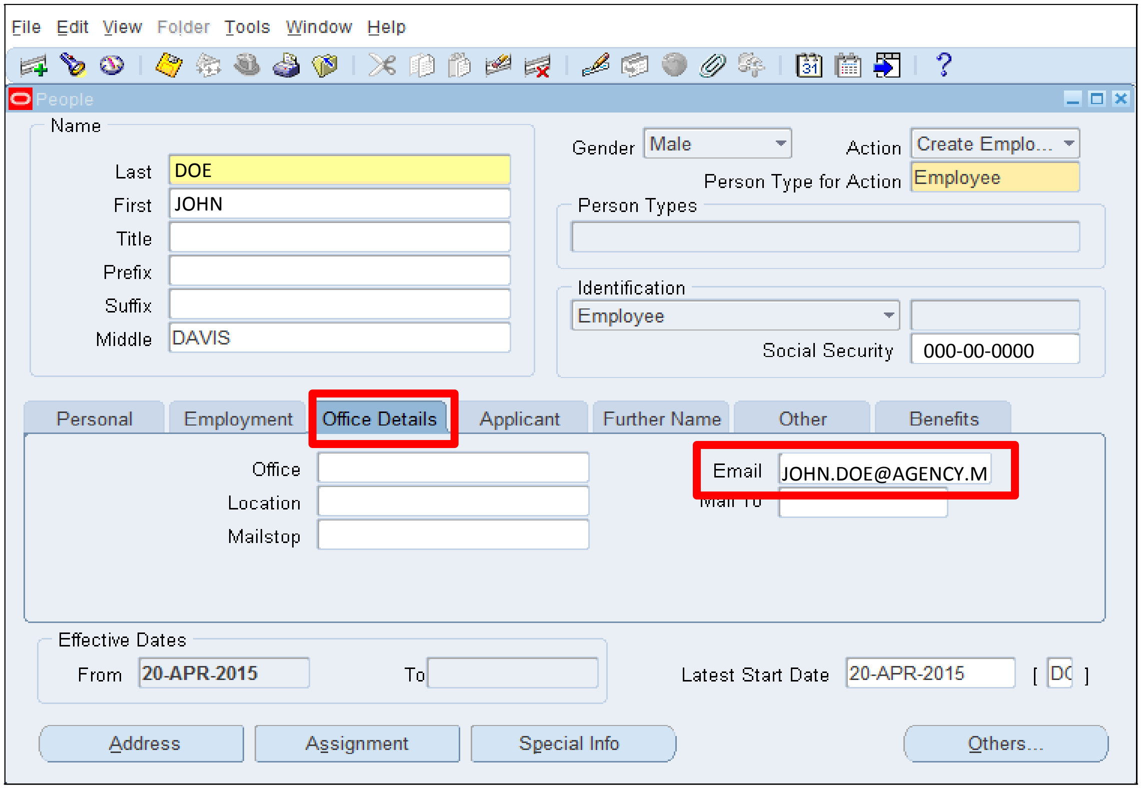
- *For employees with only one SSN, the **Social Security** field will be populated with the real SSN.*
- *For employees with multiple SSNs, the **Social Security** field will be populated with the Pseudo-SSN and the DFF will store the real SSN in the **PRIMARY SSN** field.*

On the **People** form, enter the necessary SSNs.



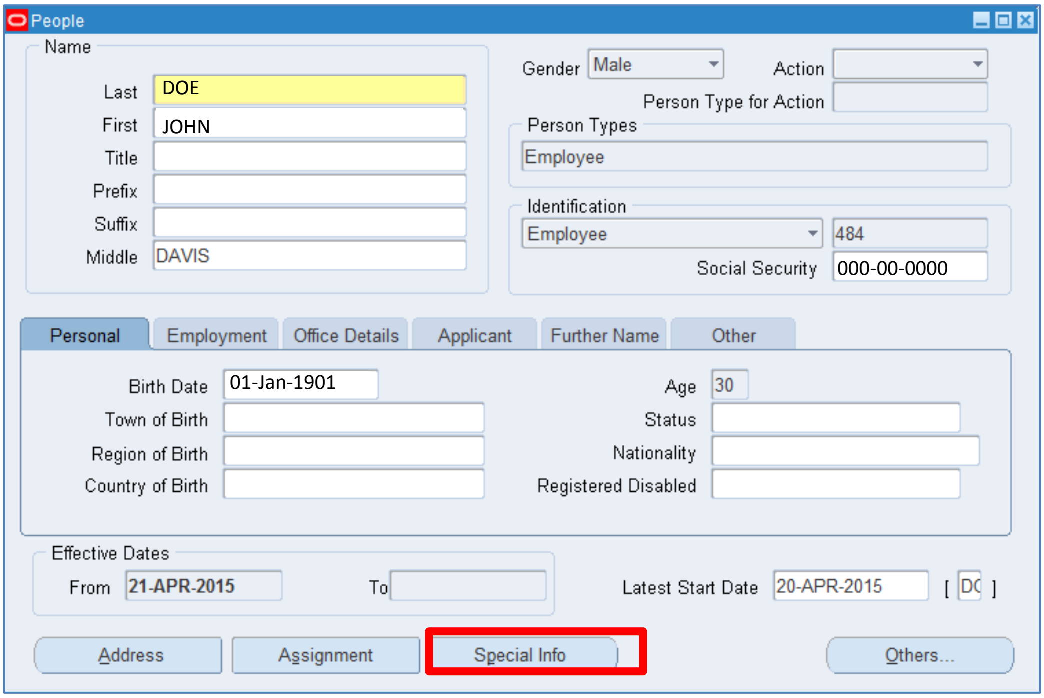
2. EMAIL ADDRESS:

On the **People** form, click the **Office Details** tab and enter the email address in the **Email** field.



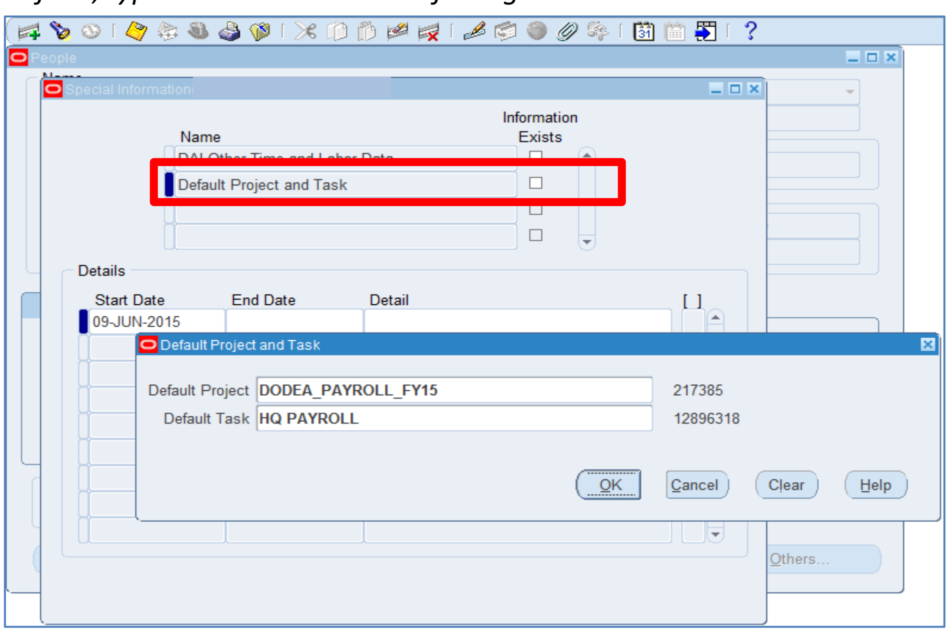
3. DEFAULT PROJECT AND TASK

On the **People** form, click the **Special Info** button.



Select **Default Project and Task**. Enter the **Start Date**. Click in the **Detail** field and enter the **Default Project** and **Default Task**. Click the **OK** button and exit out of the **Special Information** window.

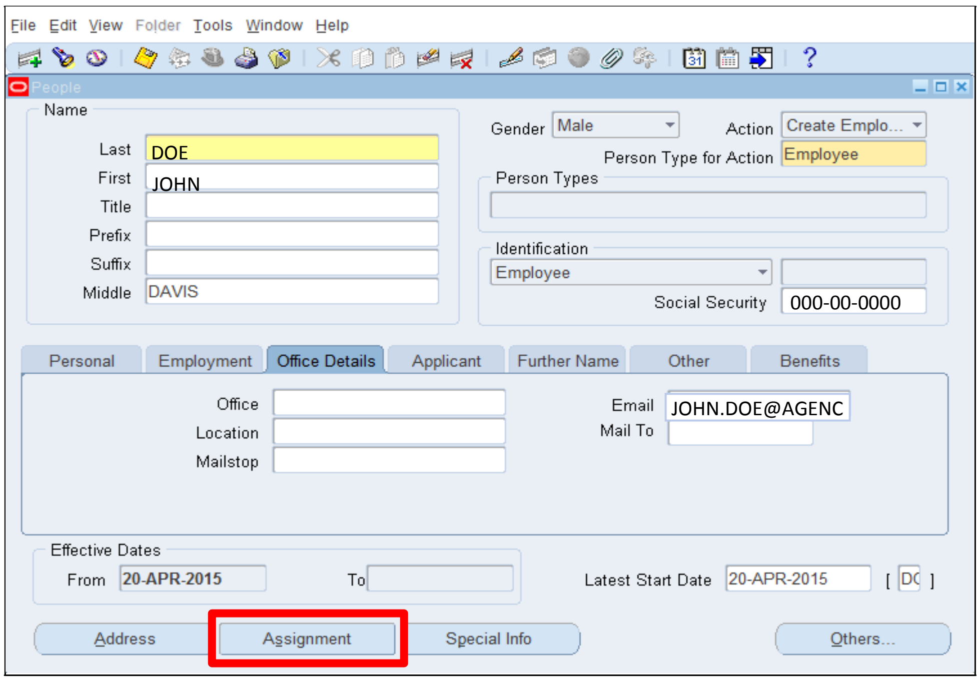
**In the Start Date field, type in the date instead of using the calendar.*



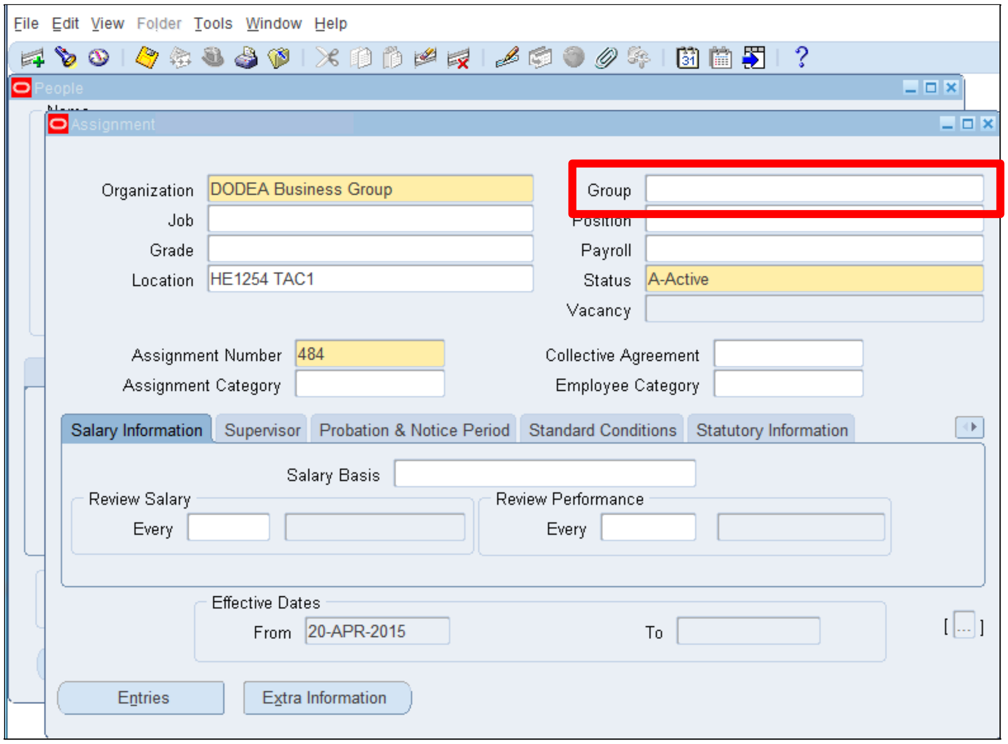
4. P-CODE

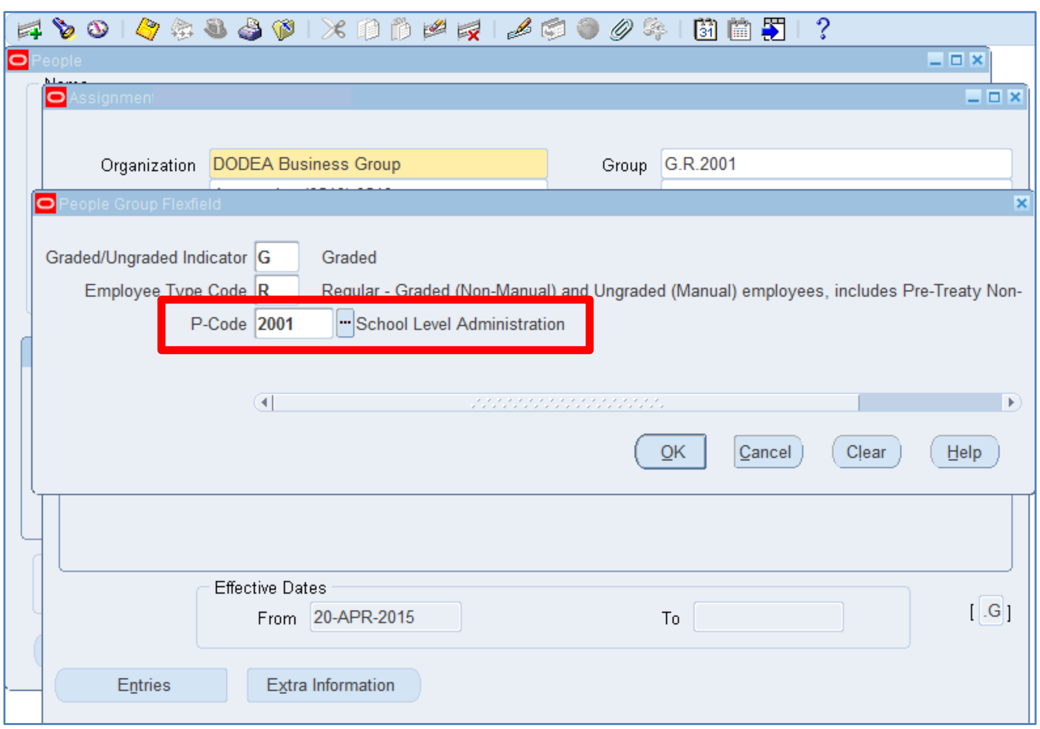
On the **People** form, click the **Assignment** button.

Many time entry rules are based on the P-Code specifically so it is very important to enter and update the P-Code as necessary.



On the **Assignment** form, click the **Group** field and enter the **P-Code.**





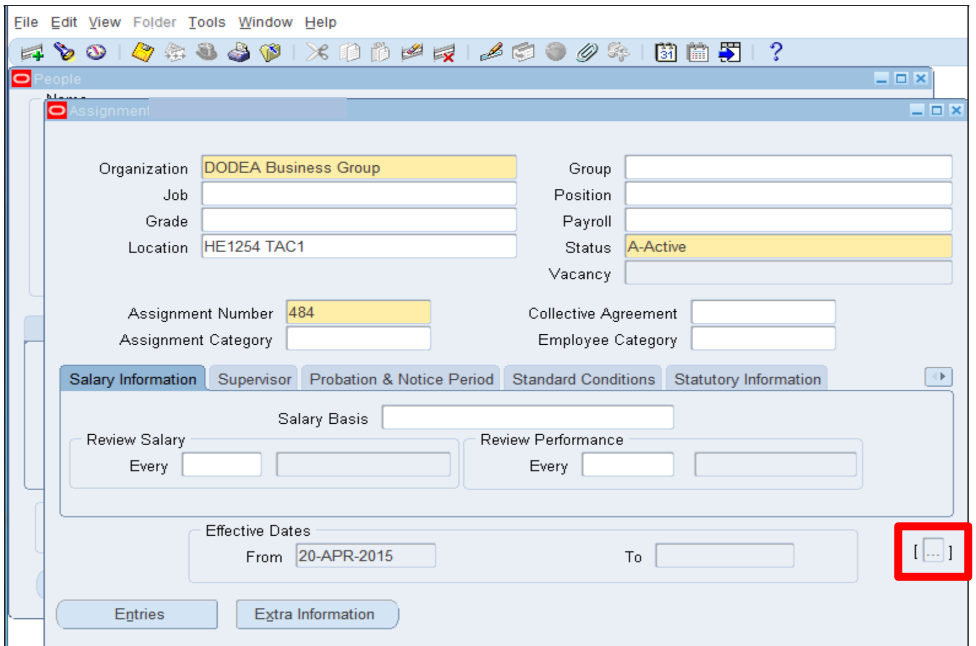
5. PS-CODE

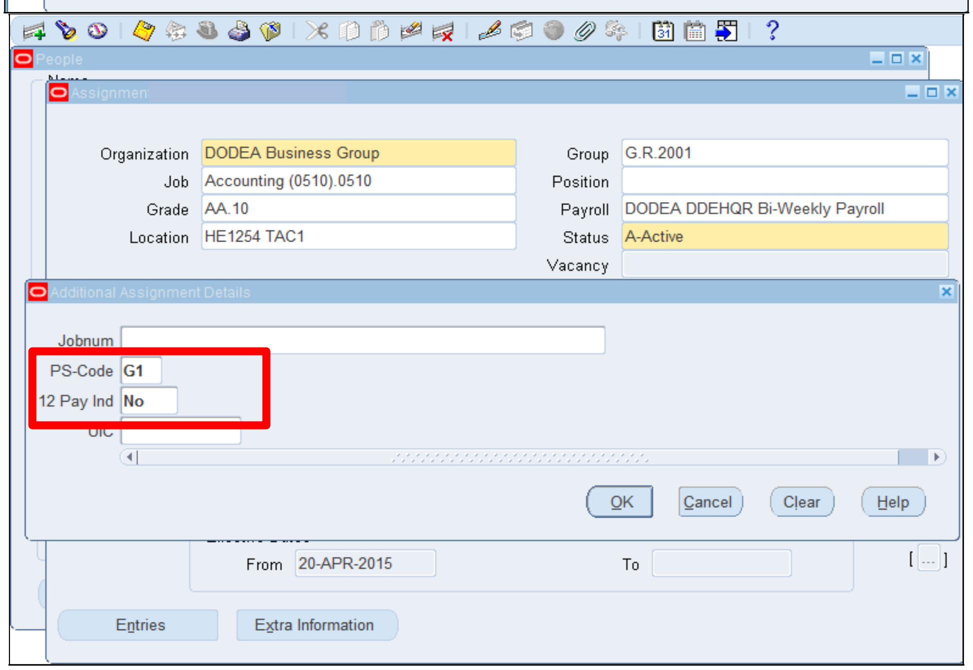
See below

6. 12 PAY INDICATOR

On the **Assignment** form, click the **DFF** and enter the **PS-Code** and **12 Pay Indicator**.

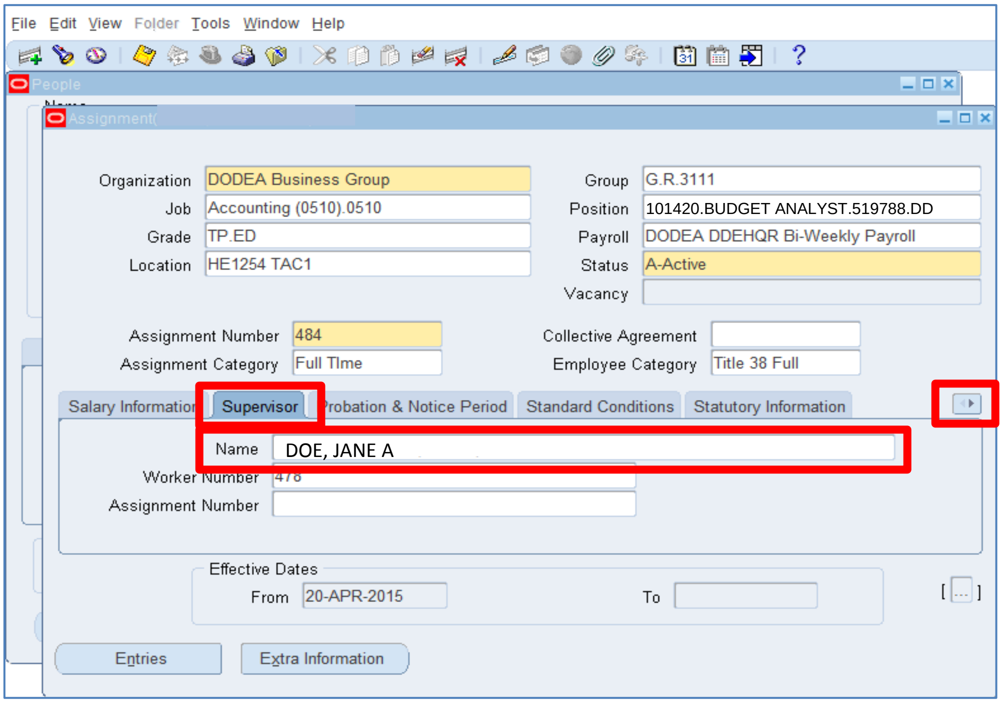
**Americas employees do not require the 12 Pay Indicator*





7. SUPERVISOR

On the **Assignment** form**,** select the **Supervisor** tab and enter the Supervisor in the **Name** field.



To view other tabs on the Assignment record, click the arrow and select a tab from the dropdown list.*

Be sure to **Save** all changes once the information has been entered.