

E-TRAC NEW HIRE FUNCTION MODIFICATION OVERVIEW

HRMS, SIMS, Financial Aid and other university systems that track student and/or employee data must interface and share identity data for students and employees in order to accommodate access to University services (One Card, email, Internet, Class Roster, etc.). In addition, to comply with recent laws and regulations regarding privacy and security with respect to the use and access to SSN's and other personal data, during summer 2005, the university modified its systems and converted to the SFSU ID, a nine-digit number to be used as a unique identifier for university employees and students. One of the challenges that DoIT, Student Systems and HRMS continue to face is the duplication of student and/or employee records under different SFSU ID's or erroneous SSN's in one or more systems at the time of a E-TRAC hire transaction.

In an effort to eliminate or reduce the duplication of identities with different SFSU ID's or SSN's during the hire process and provide a SFSU ID and account services sooner for new employees, the E-TRAC new hire function is being modified as follows:

- Rather than require only the SSN for a new hire, re-appointment or concurrent job hire, the SFSU ID will be accepted, and require the legal first and last name during the first steps to processing a new hire transaction.
- These three data elements, first name, last name and SFSU ID (SSN for new) will initiate a search where all data entered is checked against existing SIMS and HRMS records.
- If multiple matches are found (i.e., same/similar name in HRMS, but different existing ID in SIMS or vice versa), the system will require a date of birth to specify the employee
- If multiple matches are still found after entering the date of birth, data from SIMS and HRMS are listed with truncated SSN and date of birth to assist user in identifying the correct employee
- Custom and dynamic "Help" messages appear when multiple matches are found and/or when there are multiple results or mismatched data is entered
- For new hires, the SFSU ID is generated at the point that the E-TRAC creator SUBMITS the new hire transaction for approval.
- Users may provide the new hire with their SFSU ID before the transaction is fully approved at the HR level.
- Certain SFSU account services (email, Internet, etc...) will be temporarily accessible for new hires prior to the final approval at the HR level.
- For any E-TRAC student hire (Work Study, Student Assistant, ISA, GA, TA, etc.), only the SFSU ID should be required. E-TRAC creators shall not proceed with a new hire transaction for student employees if no records are matched during the first steps of the E-TRAC hire transaction. Student employees will need to provide the correct SFSU ID, legal name and birth date that is consistent with SIMS data.

Please review the attached documentation. You may contact 5-HELP (5-4357) or fivehelp@sfsu.edu for further assistance.

11/15/2006

E-TRAC NEW HIRE FUNCTION MODIFICATION, 11/15/2006

[Home](#) > [SFO Self Service](#) > [E-TRAC](#) > [Tasks](#) > **New Hire Requests**

New Hire Requests

Find an Existing Value

Search By:

E-TRAC ID:

[Advanced Search](#)

[Add a New Value](#)

Navigate to E-TRAC new hire; click [Add a New Value](#) link.

The following examples and screen shots reflect a new hire where there is no existing data in HRMS or SIMS for the new hire:

[Home](#) > [SFO Self Service](#) > [E-TRAC](#) > [Tasks](#) > **New Hire Requests**

New Hire Request Page

E-TRAC ID: NEW

FOR ANY STUDENT HIRE, PLEASE USE THE SFSU ID. DO NOT USE SSN. IF NO MATCH IS FOUND USING SFSU ID, OBTAIN CORRECT INFORMATION FROM THE STUDENT. Please double check your entry to make sure it is accurate.

Enter Employee Details

***First Name:** ***SSN / SFSU ID:**

***Last Name:**

Using completed payroll hiring documents (EAR, Oath, Designee, etc.) or other source documents for a current or terminated employee, enter the complete legal first and last name. In the SSN / SFSUID field, carefully enter the SSN for new employees; enter the SFSU ID for existing employees and student hires*. Click the "Next" button.

Since student employment requires that the student employee be a registered SFSU student, the SFSU ID already exists in SIMS. Accordingly, for Student Assistant, Work Study, ISA, Student NRA, Bridge Student, Graduate Assistant and Teaching Associate hires, only the SFSU ID is required. If no data exists for a prospective student hire using the provided SFSU ID, **DO NOT PROCEED WITH THE NEW HIRE TRANSACTION! Please have the student obtain the correct SFSU ID.*

New Hire Request Page


E-TRAC ID: NEW

Enter Employee Details

*First Name: Morticia

*SSN / SFSU ID: New

*Last Name: Addams

*Date of Birth: 

Please verify the SSN by checking alternate documentation (EAR, SPAR, Designee or I-9) and re-enter the SSN; Press Next to continue

*Re-Enter SSN:

[Back](#)

[Next](#)

Help

Please enter the Date of Birth and verify the SSN for the New hire.

When hiring a new employee with no matching data in HRMS or SIMS as in the example above, enter the date of birth and re-enter the SSN. Please cross-reference the SSN with different source documents for consistency. Click the "Next" button.

New Hire Request Page

SSN: xxx-xx-2444

E-TRAC ID: NEW

[E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.


Personal Information

*Effective Date: 

*First Name:

Middle Name:

*Last Name:

Country:  United States

Address 1:

Address 2:

City:

Postal:

State: 

Position Information

If the SSN was re-entered correctly and no other matches were found by entering the date of birth, the new hire page (above) will appear for regular new-hire data entry.

New Hire Request Review

SSN: xxx-xx-2444

E-TRAC ID: 00039896

EmplID:908505772

[E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Personal Information

Effective Date: 10/13/2006

First Name: Morticia

Middle Name:

Last Name: Addams

Country: USA United States

Address 1: 666 Chatnoir Lane

After all remaining new-hire data is entered and once the transaction is saved then submitted for approval, the new employee will be assigned an Employee ID, as indicated above. Please record the new Empl ID or print the page for your records. Be sure to communicate the new Empl ID to the new hire.

In the screen shots and examples below, Lily Munster could be a current or terminated employee in HRMS. The employee may be receiving a concurrent job or being re-hired following a termination or has existing data in SIMS.

New Hire Request Page

E-TRAC ID: NEW

Enter Employee Details

*First Name: *SSN / SFSU ID:

*Last Name:

Help

Details you entered matched data for an existing employee. Click on the hyperlink '908505720' below to select the employee. If you believe this data is incorrect or does not match your records, please contact Human Resources.

Matching Data Found

	SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MM/DD)	National ID
1	HRMS 908505720	LILY		MUNSTER	10/31	XXX-XX-1313

For employees that exist in HRMS or SIMS, enter the complete first and last name and SFSU ID/UIN and click the "Next" button. In the example above, all entries matched HRMS data. Accordingly, the employee appears in the list under "Matching Data Found". By clicking on the SFSU ID/UIN link in the list, the new hire page will appear populated with existing Name and Address data.

New Hire Request Page

SSN: xxx-xx-1313

E-TRAC ID: NEW EmpID:908505720 [E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Personal Information

*Effective Date: [Active Job Records](#)

*First Name:

Middle Name:

*Last Name:

Country: United States

Address 1:

Address 2:

City:

Postal:

State: California

Position Information

*Position Number:

