

Human Resources Management System


Online Job Hire Document

Quick Reference Guide

Log Into HRMS

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/employees>.
3. From the Maricopa Community Colleges home page, select HRMS Employee Access.
4. At the Human Resources Management System login screen, enter your Enterprise ID in the User ID field.
5. In the Password field, enter your MEMO password.
6. Click the Sign In button.

Create an RPS

1. From the Menu, select the path MCCD Custom>>MCCD Payroll>>Use>>Job Hire Documents.
2. In the Document Type field, select the appropriate document type.
3. In the Fiscal Year field, select the appropriate fiscal year.
4. In the Department ID field, enter the appropriate Dept ID code. If necessary, use the lookup (magnifying glass) icon.
5. Click the Add button.
6. In the Job Type field, enter the appropriate Job Type, then press Tab.
7. In the Job Code field, enter the appropriate Job Code, then press Tab.
8. In the Requested Rate field, enter the appropriate amount, then press Tab.
9. In the Job Responsibilities field, click the Modify J. R. button, click inside the field to add or modify additional job duties, then press Tab.
10. In the Account # field, enter the CFS account code, then press Tab.
 - If the hourly wage is being charged to multiple accounts, tab to the Percent field, enter the percentage.
 - Click the plus sign  to insert a new row, enter the account code and percentage fields. The percentages for all rows combined must equal exactly 100%.

Create an RPS (continued)

11. In the Employee ID field, enter the appropriate Empl ID, then press Tab.
12. In the Begin Date field, enter the appropriate Begin Date, then press Tab.
13. In the End Date field, enter the appropriate End Date, then press Tab.
14. In the Hours/Week field, enter the appropriate number of hours per week the employee will be authorized to work.
15. In the VP/Division Head field, click the lookup icon.
16. At the Lookup VP/Division Head page, select the appropriate person.
17. Select the Submit button to submit the RPS to the approval process.

OR

Select the Save button to save the RPS without submitting it to the approval process. All required fields display an asterisk on the left side of the field and must be complete.

Search for an Existing RPS

1. From the Menu, select the path MCCD Custom>>MCCD Payroll>>Use>>Job Hire Documents.
2. At the Job Hire Documents page, click the Find an Existing Value link.
3. At the Find an Existing Value tab, select the appropriate field, enter the appropriate search criteria, then click the Search button.

OR

With all blank fields, click the Search button to view all job hire documents.

4. Select the appropriate document from the Search Results.

Clone an Existing RPS

1. Locate the appropriate document using the steps to Search for an Existing Job Hire Document.
2. At the appropriate job hire document, scroll to the bottom of the page.
3. Click the Clone Document button.
4. Make the appropriate changes.
5. Click the Save or Submit button.

Log Out of HRMS

1. At the top right corner, click Sign Out.
2. From the File menu, select Close.

Add a Favorite

1. From the Navigation menu, select the appropriate path.
2. At the appropriate page, select the Add to Favorites link.
3. At the Add to Favorites page, click OK.
 - If you want to change the name of the Favorite, enter the new name in the Description field., then click OK.

Approve an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Click the Approve button.
4. Click the View Worklist button to see that item has been removed.

Reject an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job document link.
3. Click the Comment Card icon.
4. Place your cursor in the Comments section and enter the appropriate justification.
5. Click the Reject button.
6. Click the View Worklist button to see that item has been removed.

Modify an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Click the Modify button.
4. Make the appropriate changes to any one or combination of the following fields:

• Job Type	• Percentage
• Job Code	• Employee ID
• Requested Rate	• Begin Date
• Job Responsibilities	• End Date
• Account #	• Hours/Week

5. Select the Comment Card icon.
6. Place your cursor in the Comments section and enter the appropriate justification.
7. Click the Approve (approver) or Resubmit (originator) button.

Terminate an RPS (Originator Only)

1. From the Menu, select the path MCCD Custom>> MCCD Payroll>>Use>>Job Hire Documents.
2. At the Job Hire Documents page, click the Find an Existing Value link.
3. At the Find an Existing Value tab, select the appropriate field, enter the appropriate search criteria, then click the Search button
4. Scroll down to the Employees Section of the document.
5. In the Revised End Date field, enter the appropriate date.
6. Click the Submit Revised button.

Cancel an RPS (Originator Only)

1. From the Universal Navigation Header, select Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Select the Comment Card icon.
4. Place your cursor in the Comments section and enter the appropriate justification.
5. Click the Cancel button.
6. Click the View Worklist button to see that item has been removed.

Reassign Your Worklist

1. From the Menu, select My System Profile.
2. At the Alternate User ID, click the lookup (magnifying glass) icon to locate the User ID of the appropriate person.
3. At the Look Up Alternate User ID page, enter the first three letters of the person's first name in all capital letters in the blank field.
4. From the Search Results, click the User ID of the appropriate person.
5. In the From Date field, enter the date that you want to start forwarding Worklist items t
6. In the To Date field, enter the date that you want to stop forwarding Worklist items
7. Click the Save button.
8. From the Universal Navigation Header, click the Home link.
9. At the System Profile page, clear all fields, then click Save to cancel forwarding of Worklist items.