



# STATE OF TENNESSEE

New Edison Rehire/Transfer eForms Instructions

October 2016

# Welcome to New Hire eForm

**We have implemented a New Hire eForm process to streamline the rehire/transfer process.**



# Welcome to New Hire eForm Process for Rehires/Transfers

## Hire eForm



### [Add a Hire form](#)

Use this link to start a Hire eForm for an NP employee.



### [Update a Hire form](#)

Use this link to update a Hire eForm for an NP employee.



### [Evaluate a Hire form](#)

Use this link to evaluate a Hire eForm for an NP employee.



### [View a Hire form](#)

Use this link to View an existing form - you will only see forms that you have department security access for.

**There are two new links in Hire eForm.**

- 1. Update a Hire form. This is used to adjust, resubmit, or withdraw the form.**
- 2. Evaluate a Hire form. This is used to approve, deny, or recycle the form.**

# Search for a Person in Hire eForm

## NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

### ▼ Search Fields

Employee ID

Or

Social Security #

Clear

Search

**Rehire or Transfer**  
**Enter Employee ID/Edison Number or Social Security Number (SSN)**  
**Click Search**

# Search for a Person in Hire eForm

## NP Person Search

Electronic Personnel Action Form

Search for a person. If they do not exist in the system, you will get the opportunity to add them after the search.

### Search Fields

Employee ID

Or

Social Security #

Clear

Search

Active Job  Inactive Job \*blank = No NP Job Record

Add New Person

Click the ID Number

Results				Find	< 1 of 1
Empl ID	Empl Record	Job	Name		
<a href="#">00477934</a>	0	<input checked="" type="checkbox"/>	April Benefits		

The Green Check means employee is still active in Edison. You can still enter them in system, this just means that the form will now route for approval.

# Personal Data step 1 in Hire eForm

## Create a Hire eForm

### Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 252010

#### Personal Information

SSN XXXXX5384

Empl ID 00477934

\*First Name

Middle Name

\*Last Name

\*Date of Birth

\*Gender

\*Marital Status

#### Home Address and Phone

\*Address Line 1

Address Line 2

\*City  \*State   \*ZIP

\*Telephone

\*County

\*Email

**Update any information and or complete any field that has an asterisk.**

**Click Save & Next**



# Create a Hire eForm

## Step 1 of 3: Enter Hire Personal Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

eForm ID 252010

### Personal Information

SSN XXXXX5384

\*First Name April

Middle Name

\*Last Name Benefits

\*Date of Birth 04/01/19

\*Marital Status Married

### Message

The address entered could not be validated. (24646,10)

Please check the following website to ensure the accuracy of your address: [www.usps.com/zip4](http://www.usps.com/zip4) or contact your Human Resources Office.

Do you want to correct the address?

Yes

No

### Home Address and Phone

\*Address Line 1 123 Main St

Address Line 2

\*City Clarksville

\*State TN

\*ZIP 37042

\*Telephone 615/770-3833

\*County Montgomery

\*Email anywhere@tn.gov

<< Previous

Save & Next >>

<< Search

Close

TN

**If you receive this message and you know the address is correct select No.**

**Select Yes if you need to correct part of the address.**

# Hire Data Step 2 in Hire eForm

## Create a Hire eForm

### Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits

Empl ID 00477934

eForm ID 252010

#### Job Data

\*Effective Date

Action

REH

\*Reason

\*Position Number

Business Unit:

Department:

Location Code:

\*Empl Class

\*Vision Offered

Yes

No

#### Comments

Your Comment:

**Enter Job Data  
information  
and complete any field  
that has an  
asterisk.**

# Completed Hire Data Step 2 in Hire eForm

## Create a Hire eForm

### Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits Empl ID 00477934 eForm ID 252010

#### Job Data

\*Effective Date 09/18/2016 

Action REH \*Reason X-Benefits E 

\*Position Number 99002044 

Business Unit: LGGA2 Loc Government Active Level 2

Department: 9252600000 Sullivan County

Location Code: NP082 Sullivan County

\*Empl Class ND2 

\*Vision Offered  Yes  No

#### Comments

Your Comment:

 **Click Submit**

**Remember All TBR and STOLA agencies are required to enter the employee's annual Comp Rate.**

# Message in Step 2 in Hire eForm

## Create a Hire eForm

### Step 2 of 3: Enter Hire Job Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Name April Benefits

Empl ID 00477934

eForm ID 252010

#### Job Data

\*Effective Date 09/18/2016

Action REH

\*Reason X-Ben

\*Position Number 99002044

Business Unit: LGGA2 Loc Government A

Department: 9252600000 Sullivan County

Location Code: NP082 Sullivan County

\*Empl Class ND2

\*Vision Offered  Yes  No

#### Comments

Your Comment:

Test for transfer

#### Message

Submit this form? (24642,112)

The form will be directed to the next approver, if any.

Yes

No

Select Yes

Submit

Close

# Approvals Step 3 in Hire eForm

## Create a Hire eForm

Step 3 of 3: Form Finalized

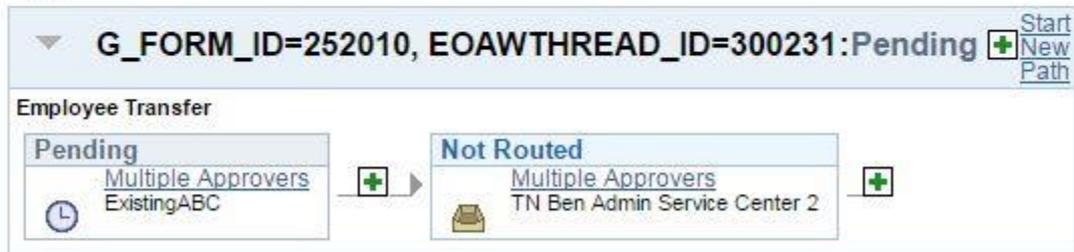
Congratulations, you've done it!

Empl ID 00477934 Empl Rcd 0 eForm ID 252010

### Form Status

You have just SUBMITTED this form.

### Hire Approvals



Notice

Notice

1. You will see the normal “Congratulations, you’ve done it!” message.
2. You will see the eForm is in a Pending status and the eForm has been sent to the losing agency for approval of the term date.

# Losing Agency Email

This following is an example of the email the losing agency ABCs will receive.

NP Hire Form ID 252010 for April Benefits is ready for you to evaluate. You may follow the link below to work this item.

Please review the form to see the comments that have been added.

Click on the link below to enter the form in order to review the data and act on the form.

[https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G\\_NPAF.G\\_NPAF\\_ALL\\_E.GBL?Page=G\\_NPAF\\_ALL\\_E&Action=U&G\\_FORM\\_FAMILY=NP\\_EPAF&G\\_FORM\\_ID=252010&G\\_FORM\\_TASK=EVL](https://sso-uat.edison.tn.gov/psp/pauat/EMPLOYEE/HRMS/c/G_NPAF.G_NPAF_ALL_E.GBL?Page=G_NPAF_ALL_E&Action=U&G_FORM_FAMILY=NP_EPAF&G_FORM_ID=252010&G_FORM_TASK=EVL)

Click the blue hyperlink. You will need to log into Edison.

# Losing Agency eForm Actions

## Evaluate a NP\_EPAF Family Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

eForm ID:	begins with	252010
Empl ID:	begins with	<input type="text"/>
Empl Record:	begins with	<input type="text"/>
Effective Date:	begins with	<input type="text"/>
Original Operator:	begins with	<input type="text"/>
Originated Date From:	>=	09/02/2016
Originated Date Thru:	<=	<input type="text"/>
Workflow Form Status:	=	<input type="text"/>

Case Sensitive

Notice

Click Search

Search Clear Basic Search Save Search Criteria

After clicking the hyperlink this window will appear and the eForm ID will automatically populate.

# Evaluating Step 1 Hire eForm

## Evaluate a Hire eForm

### Step 1 of 3: Review Personal Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

eForm ID 252010

#### Personal Information

SSN XXXXX5384

Empl ID 00477934

First Name April

Middle Name

Last Name Benefits

Date of Birth 04/01/1979

Gender Female

Marital Status Married

#### Home Address and Phone

Address Line 1 123 Main St

Address Line 2

City Clarksville

State TN

ZIP 37042

Telephone 615/770-3833

County Montgomery

Email anywhere@tn.gov

Click Next



<< Previous

Next >>

<< Search

Close













# Hire eForm Approval Message

## Evaluate a Hire eForm

### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April Benefits      Empl ID 00477934      eForm ID 252010

#### Job Data

Last Day of Coverage

Message

\*Department Action Approve this form? (24642,111)

\*Reason Code The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Yes No

#### Comments

Your Comment:

Comment History:

†  
\*\* Sun, Oct 2 16, 11:26:37 PM  
Test for transfer

<< Previous      Recycle  
Close



**Click the Yes button to approve this form.**

# Evaluating Approved Step 3 Hire eForm

**Evaluate a Hire eForm**

Step 3 of 3: Form Finalized

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Thank you for your attention to this matter!

Empl ID 00477934    Empl Rcd 0    eForm ID 252010

▼ Form Status

You have just AUTHORIZED this form.

**Hire Approvals**

▶ G\_FORM\_ID=252010, EOAWTHREAD\_ID=300231: **Approved**

Notice

1. You will see that the form has been finalized and authorized.
2. You will see the eForm in an Approved status.
3. A email was sent to the gaining agency notifying them that the form has been approved.

# Gaining Agency Email

**This following is an example of the email the gaining agency ABC's will receive for a Agree –Use Proposed Date.**

Form ID 252010 for April Benefits was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-18

Hire Date Used: 2016-09-18

**Notice the Hire Date Request and Used**

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB G NAV.ISCRIPT1.FieldFormula.IScript.LaunchFormWithID?G FORM ID=252010&G FORM TYPE=NPHIRE&G FORM TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB%20NAV.ISCRIPT1.FieldFormula.IScript.LaunchFormWithID?G_FORM_ID=252010&G_FORM_TYPE=NPHIRE&G_FORM_TASK=VWS)

**Click the blue hyperlink. You will need to log in or be logged in Edison.**

# Evaluating an Override Step 2 Hire eForm

## Evaluate a Hire eForm

Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April R Nashville      Empl ID 00477934      eForm ID 252014

### Job Data

\*Last Day of Coverage  

Requested Date of Hire 09/19/2016

\*Department Action  ▼

Calculated Date of Hire 10/01/2016

\*Reason Code  ▼

Calculated Term Date 09/30/2016

### Comments

#### Your Comment:

Change last date of cover from 09/30/2016 to 10/31/2016. 

#### Comment History:

\*\* Mon, Oct 3 16, 08:24:04 AM  
HD Change Transfer

Approve

<< Previous

Recycle

Close

**In this example, we used the Override Last Day of Coverage. Instead of 09/30/2016 we elected 10/31/2016 and enter a comment. We click the Approve button.**

# Hire eForm Approval Message

## Evaluate a Hire eForm

### Step 2 of 3: Enter Job Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Name April R Nashville      Empl ID 00477934      eForm ID 252014

#### Job Data

\*Last Day of Coverage

\*Department Action

\*Reason Code

#### Message

Approve this form? (24642,111)

The form will be sent on to the next approver for evaluation, or, if you are the final approver, the form will be loaded into the system. If you change anything on the form, please make note in the comments box.

Yes

No

#### Comments

##### Your Comment:

Change last date of cover from 09/30/2016 to 10/31/2016.

##### Comment History:

\*\* Mon, Oct 3 16, 08:24:04 AM  
HD Change Transfer

<< Previous

Recycle

Close

TN

Click the Yes button to approve this form.

# Evaluating Approved Step 3 Hire eForm

## Evaluate a Hire eForm

Step 3 of 3: Form Finalized

**Notice**

Thank you for your attention to this matter!

Empl ID 00477934    Empl Rcd 0    eForm ID 252014

### ▼ Form Status

You have just AUTHORIZED this form.

### Hire Approvals

▶ G\_FORM\_ID=252014, EOAWTHREAD\_ID=300241: **Approved**

**Notice**

1. You will see that the form has been finalized and authorized.
2. You will see the eForm in an Approved status.
3. A email was sent to the gaining agency notifying them that the form has been approved and what the hire date change was changed to.

# Gaining Agency Email

This following is an example of the email the gaining agency ABC's will receive for a Override Last Day of Coverage.

Form ID 252014 for April Nashville was approved.

This was a form you initiated. The system has been updated with this data.

Hire Date Requested: 2016-09-19

Hire Date Used: 2016-10-01

**Notice the Hire Date Request and the one used.  
With this hire date the benefits will start on 2016-11-01**

Click the link below to view the form.

[https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB G NAV.ISCRIPT1.FieldFormula.IScript LaunchFormWithID? G FORM ID=252014&G FORM TYPE=NPHIRE&G FORM TASK=VWS](https://sso-uat.edison.tn.gov/psp/hruat/EMPLOYEE/HRMS/s/WEBLIB%20NAV.ISCRIPT1.FieldFormula.IScript%20LaunchFormWithID?G%20FORM%20ID=252014&G%20FORM%20TYPE=NPHIRE&G%20FORM%20TASK=VWS)

**If you wish to enter the benefits now.  
Click the blue hyperlink. You will need to log in or be logged in Edison.**

# Questions