PreHire and Fast Entry Hire Quick Start Guide

**PreHire Dashboard Tips**

- **Click the Candidate ID** to view details entered from Taleo for new hire.
- The **Display format for output** allows changes to be made to the format of the list that is exportable to excel by clicking and selecting **Spreadsheet**.
- **Get UTORid**: The **Get UTORid** button will generate the UTORAuth Letter which contains the UTORID before the hiring process in SAP. Please note that this and subsequent UTORAuth letters will not include a Personnel Number if a UTORID is generated from this page.
- **Validate**: The **Validate** button will show any warning or error messages pertaining to the record. Records with critical errors cannot be processed via this process, and will need investigation or manual processing (i.e. employees with existing HRIS records). If a hire is manually processed or an offer is reneged / rescinded, make sure to **Cancel Hire** on the PreHire Dashboard.
- **Hire**: The **Hire** button will first show any warning messages for the data imported from Taleo. Click **Continue** to go to the pre-populated Fast Entry Hire screen.
- **DO NOT CONTINUE** if you do not have all the documents required for processing a hire (i.e. SIN, Proof of age, Copy of Offer Letter, etc.)
- **Filters**: By default, only **Pending hires** are shown. You can include Hired and Canceled records and specify how far back you want to retrieve these using filters.

**Fast Entry Hire Screen Tips**

- **DO NOT USE** these icons
- **IMPORTANT!** Any of the new hire infotypes the user is prompted with once you submit the Fast Entry Hire form must be addressed. **DO NOT SKIP, EXIT, or GO BACK**; these options will exit the hiring process and result in an incomplete hire.
- Validate all details on this form.
- Taxation details only need to be entered if the new hire has provided a TD1 Form which is different from the Basic exemptions.
- Add the Funds Center to the Org Assignment.
- Enter the Appointment Details funding information as required (multiple funding information is entered through Maintain Master Data)
- **Changes to Ann. Salary and Salary Amount** will be ignored by SAP for USW 1998 members whose salary is based on their Pay Scale Group and Level.
- **Part-Time Hires**:
  - Take note of the FTE % as it will be needed for Org Assignment screen (IT0001)
  - You will be prompted with IT 0001 to re-enter the FTE %, and IT0007 to acknowledge that the new hire’s FTE % does not match the position’s 100% availability.

**Where to Get Help:**
HRIS Help Desk: For technical questions on HRIS ([hris.help@utoronto.ca](mailto:hris.help@utoronto.ca))
HR Divisional Office: For any HR related inquiries