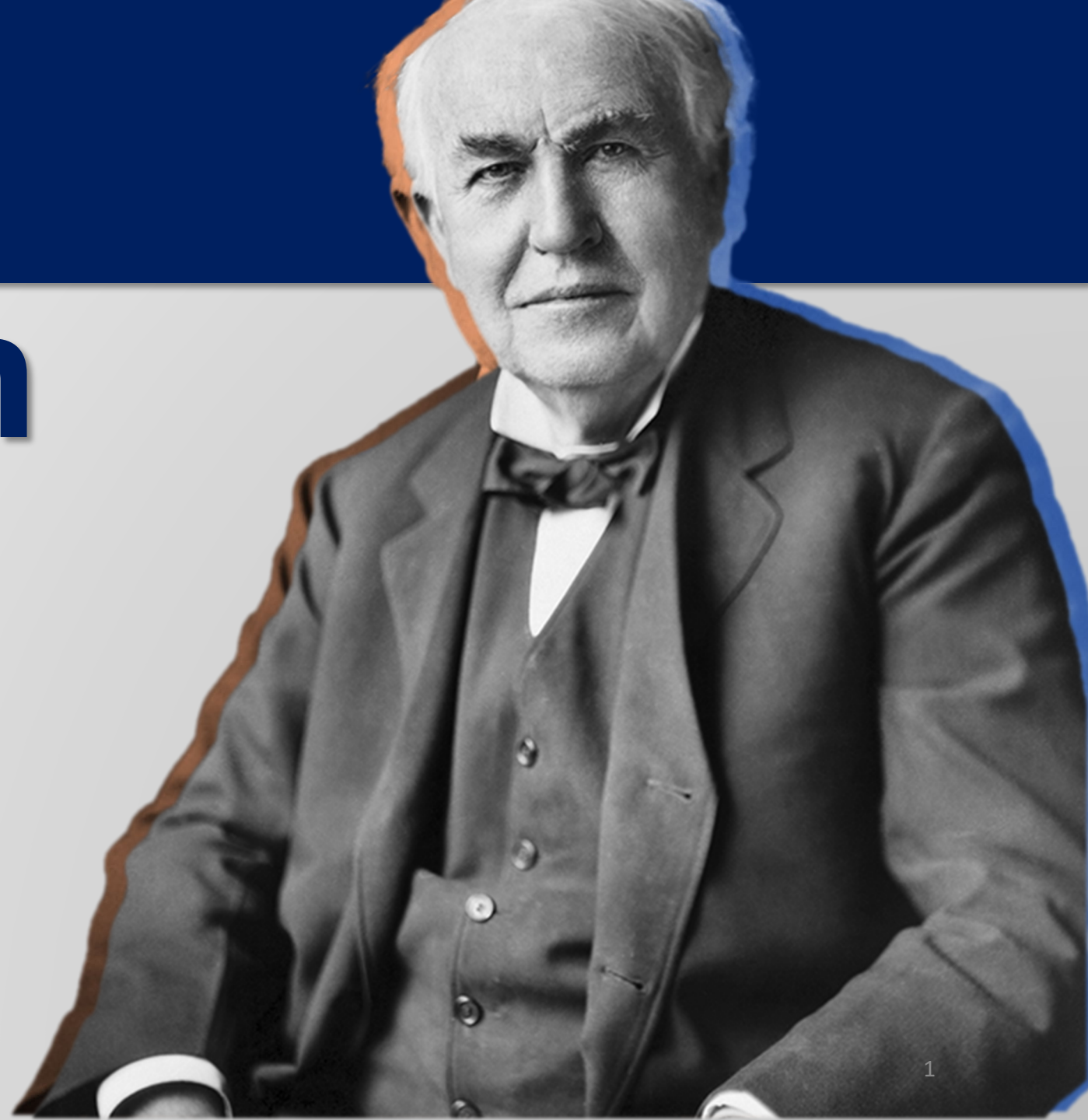


'How to' in Edison

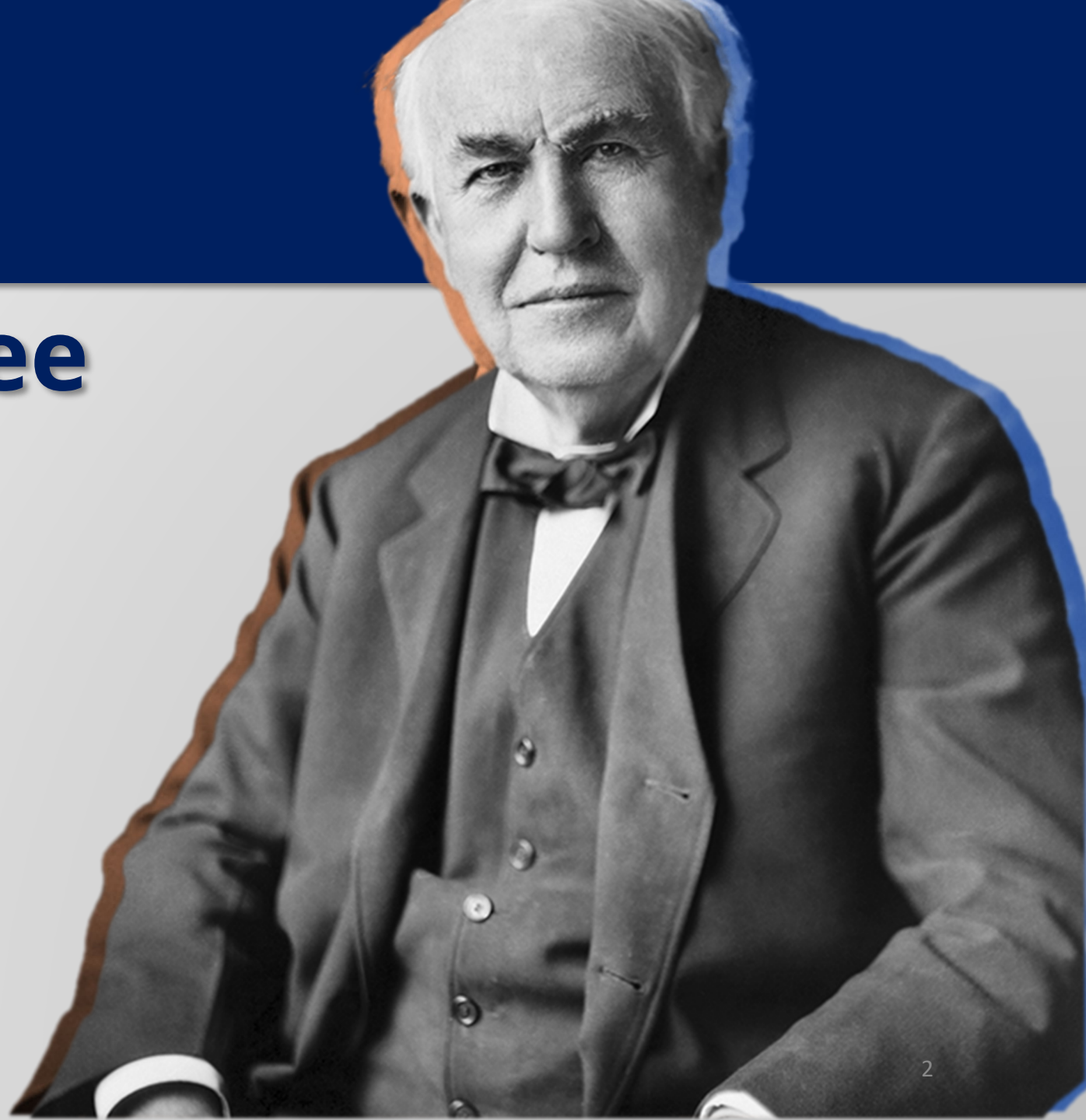
PARTNERS
FOR HEALTH



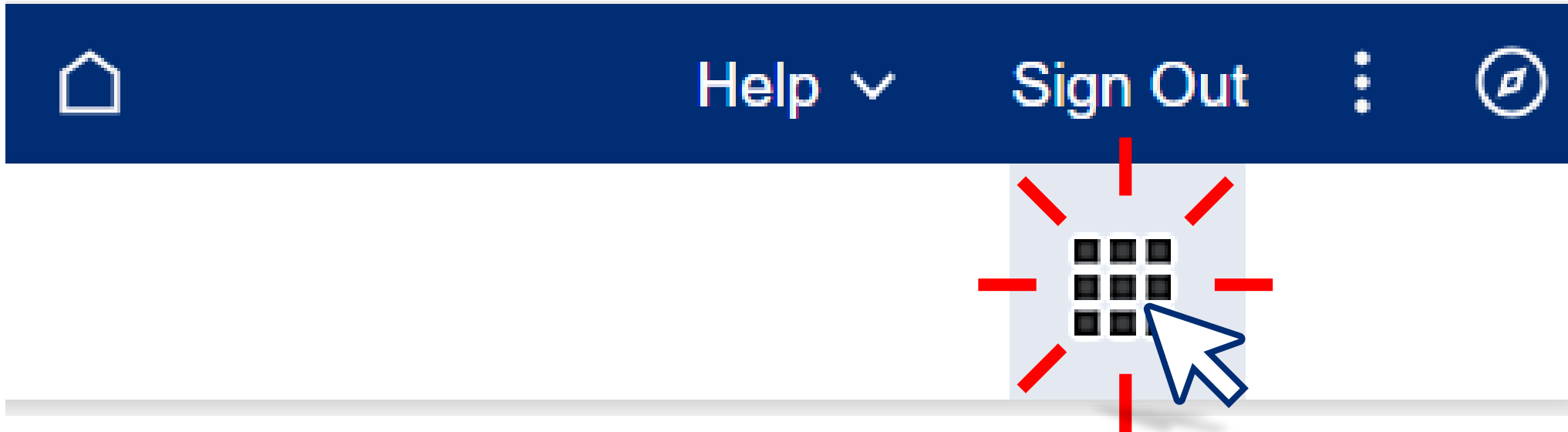
'How to'

add an employee
using eForm

PARTNERS
FOR HEALTH





From the Edison homepage click on the 'matrix' at the top, right-hand side of the page.



Select “Benefits WorkCenter” located under the WorkCenters header.

The screenshot shows the top navigation bar of the TN Edison portal. The bar is dark blue with the 'TN edison' logo on the left, a red alert banner in the center that says 'You have 1 Alert', and navigation icons on the right including a home icon, a dropdown arrow, 'Help', 'Sign Out', and a user profile icon. Below the navigation bar is a horizontal menu with five main categories: 'Benefits & Health', 'Learning & Career', 'Pay & Tax', 'Time & Leave', and 'Travel & Expense'. A grid icon is visible on the right side of this menu. The 'Learning & Career' category is expanded, showing a list of links under the 'WorkCenters' header. The 'Benefits WorkCenter' link is highlighted with a red rectangular box, and a blue mouse cursor is pointing at it. Other links in the 'WorkCenters' list include 'Expenses WorkCenter', 'HR WorkCenter', and 'Learning Home WorkCenter'. To the right of the 'WorkCenters' list are other sections: 'General Information' (with links like ADA Information, Benefits News, ELM News, Edison Metrics and Standards, Finance News, HR News, Payroll Calendars, Payroll News, Procurement News, and Security Information), 'Other Applications' (with 'Report Manager'), and 'User Guides & Support' (with links like Benefits Support Info, ELM Support Info, Finance Support Info, HR Support Info, Payroll Support Info, Procurement Support Info, Time & Labor Support Info, User Guides: 3rd Party, User Guides: FSCM, and User Guides: HCM). On the left side of the expanded menu, there is a 'Quick Links' section with a sub-header and a paragraph of text: 'The links provided here are a curated list of popular links, and various external links. Power users can access workcenters and other systems.'

Select "Non-Payroll Hire eForm."

-  Billing Hold/Alternate Address
-  Review Billing Payment Details
- ▼ Hire eForm
 -  Non-Payroll Hire eForm
- ▼ Benefits eForm
 -  Benefits SQE Enrollment
 -  Non-Payroll Benefit eForm
- ▼ Queries
 -  Query Viewer



Select "Add a Hire Form."

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.



Enter the employee's social security number and click "Search."

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



If your search receives a result

It means this person has already been hired into our system.
If that is the case, simply **click on their name to continue**.

If your search returned no results

Select "Add Person for Hire."

Social Security #

Clear

Search

Your search returned no results.

Would you like to:

Add Person for Hire



Enter the rest of the employee's biographical information and select "Start Hire."

NP Person Search

Enter Employee Identification Information

Please complete the fields below and then click the Start Hire button.

Add a Person for Hire

*First Name	<input type="text" value="Fake"/>	*Social Security #:	<input type="text" value="12355555"/>
Middle Name	<input type="text"/>	*Date of Birth	<input type="text" value="08/05/1982"/> 
*Last Name	<input type="text" value="Name"/>	<input type="button" value="Cancel"/>	<input type="button" value="Start Hire"/>



Enter all fields with an asterisk then select "Save & Next."

Personal Information

SSN XXXXX5555 Empl ID New

*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

You can now see the employee ID.

Local Gov Only: If your agency does not have a probationary period, use the actual hire date as the effective date. If your agency has a probationary period, use the day after the probationary period has ended as the effective date.

Name Fake Name

Empl ID 00599047

eForm ID 2583735

Job Data

Enter the effective date – this will be the hire date.



The screenshot shows a web form with the following fields and options:

- *Effective Date:** An empty text box with a calendar icon (31) to its right.
- Action:** A dropdown menu set to "HIR".
- *Position Number:** An empty text box.
- Business Unit:** A text label.
- Department:** A text label.
- Location Code:** A text label.
- *Empl Class:** A dropdown menu.
- *Vision Offered:** Radio buttons for "Yes" and "No".

A date picker calendar is open, showing the month of January 2023. The days of the week are listed as S, M, T, W, T, F, S. The date 31 is highlighted with a mouse cursor. At the bottom of the calendar, there are navigation arrows and the text "Current Date".

Select the reason dropdown box.

Job Data

*Effective Date	<input type="text" value="01/31/2023"/>	
Action	HIR	*Reason <input type="text"/>
*Position Number	<input type="text"/>	



Select the magnifying glass next to the Position Number box.

Action	HIR	*Reason	X-Benefits E ▾
*Position Number	<input type="text"/>		
Business Unit:			

Select the position number that has been assigned to your agency for active employees.

NOTE: the business unit department and location code will automatically populate.

Look Up Position Number

Position Number

Description

Department

[Basic Lookup](#)

Search Results

Only the first 300 results can be displayed.

View 100 First 1-300 of 300 Last

Position Number	Description	Department
99000013	Tennessee Board of Regents	9000100000
99000015	Austin Peay State University	9000200000

Enter the "Comp Rate." This is the employee's annual salary.

*Effective Date	<input type="text" value="01/31/2023"/>			
Action	REH		*Reason	<input type="text" value="X-Benefits"/>
*Position Number	<input type="text" value="99000015"/>		*Comp Rate	<input type="text" value="4000"/>
Business Unit:	HETBR		Tennessee Board of Regents	



Enter your agency's "Empl Class" (employee class).

Higher Education agencies only have one option for employee class – **select that option.**
All Higher Education agencies: Select "Yes" for vision.

*Position Number	99002207	Loc
Business Unit:	LGGA3	Wo
Department:	9262500000	Mo
Location Code:	NP063	
*Empl Class	<input type="text"/>	
*Vision Offered	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Local Education agencies choose **TEA/TEO** if your agency offers the state dental plan, or **TEN/TON** if your agency does **not** offer the state dental plan.

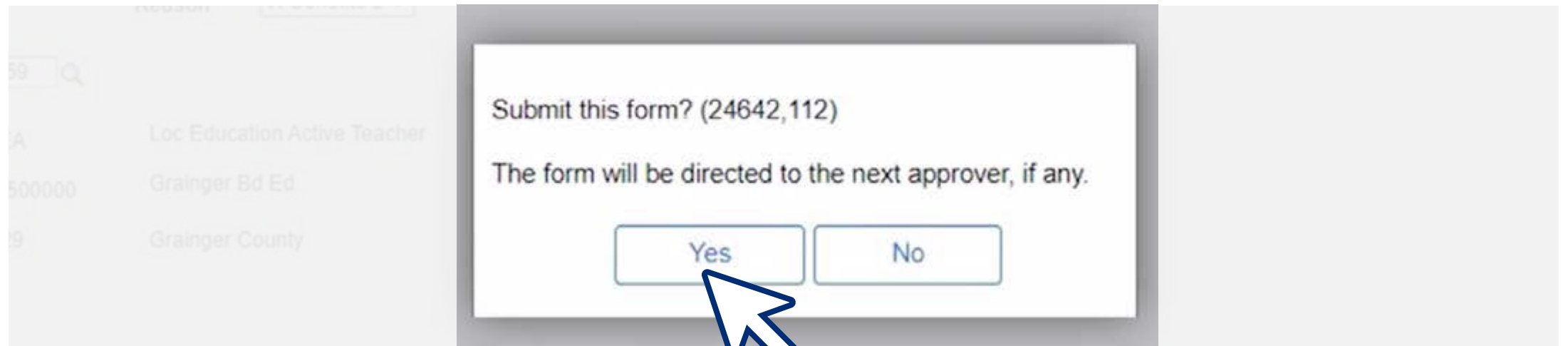
Local Government agencies choose either **GA1** if your agency offers the state dental plan, or **ND1** if your agency does **not** offer the state dental plan.

Select **yes** or **no** for your vision option.

After completing those steps, select "Submit."



Select "Yes" to confirm your submission.



This screen will then appear showing you've completed the eForm process.

