**[Adding a Person](https://ctclinkreferencecenter.ctclink.us/m/79718/l/928164-9-2-adding-a-person) There are three good QRGs that are basically the same:** [**Add a New Employee Person and Job Instance**](https://ctclinkreferencecenter.ctclink.us/m/79718/l/928122-9-2-add-a-new-employee-person-record-and-job-instance)**,** [**Adding a Person**](https://ctclinkreferencecenter.ctclink.us/m/79718/l/928164-9-2-adding-a-person) **and** [**Hiring a New Employee**](https://ctclinkreferencecenter.ctclink.us/m/79718/l/1162900-9-2-hiring-a-new-employee/)

Nav>Workforce Administration>Personal Information>Add a Person

**IMPORTANT:** Before you begin this process, be sure to perform the Search Match process to verify if the person has an existing Employee ID.

Refer to the QRG titled [Performing a Search Match.](https://ctclinkreferencecenter.ctclink.us/m/79718/l/928150-9-2-run-a-search-match)

**After performing a Search/Match and you indeed find an Empl Id, go to Add Employment Instance and try to add an Employment instance.**

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If you had problems with Adding a Person or Modify a Person but were able to add an employment instance, **be sure to go to Modify a Person** and make sure the information is correct.

**If you cannot Add a Job Instance, go to Add a Person**



**IF YOU HAVE AN EMPL ID**, instead of clicking on Add Person (NEW), put in the Empl ID and click Add Person.



1. Change Effective Date, if necessary, select Add Name.



1. Enter First Name, Last Name, Click Refresh Name, click OK.



1. The **Biographical Details** tab displays from the Modify a Person page.
2. Enter the **Date of Birth**.
3. The **Birth Country** will default to USA on the user profile preferences of the employee doing the data entry. If needed, it can be changed to another country.
4. **Birth State** and **Birth Location** are not required but can be entered if desired.
5. In the **Biographical History** subsection, select **Sex** from drop-down menu. (To review Legal Definition of Sex, select the link to review a pop up window).
6. **Highest Education Level** defaults to A-Not Indicated. If known, the real value can be selected from the drop-down menu. This is information only and does not drive anything. More education data can be stored in profile management.
7. **Marital Status** defaults to 'Unknown'. If known it should be selected from the drop-down menu. This field does not drive taxes. That data is stored in PY.
8. **Language Code** is the employees preferred language. This is information only and only one value can be selected. More information about languages can be stored in profile management.
9. The 'Country' field under National ID subsection defaults to USA. If needed it can be changed if the employee is not a US citizen.
10. The **National ID Type** value defaults to social security number for USA.
11. Enter the **National ID** value. There has to be at least one primary National ID.



1. Select the **Contact Information** tab.
2. Select the **Add Address Detail** link.



1. Select the **Add Address** link.



1. Enter the **Street Address** in the **Address 1** field.
2. If there is a P.O. Box you can enter it in Address 2 field.
3. Enter the **City** and **State**.
4. Once you enter the State the 'Address Validation' functionality (third party tool) will fill in the rest of the fields if that is a valid address. If not, it will show you valid addresses based on what you have entered.
5. Enter the **Postal** (Zip) code, **County** (optional), if needed, select the **OK** button.



1. This time the address you entered will display on the page.
2. Select the **OK** button.



1. The **Contract Information** tab displays.
2. Enter the **Phone and Email Information**
3. Select the **Preferred** checkbox.



1. Select the **Regional** tab.
2. Select an **Ethnic Group** from the lookup icon.
3. Select the **Primary** checkbox if applicable.
4. Use the fields in the **History** section to track your I-9 information.
5. In the **Veterans** section:
	1. Select a **Military Status** from the drop-down menu.
	2. If you select a discharge related option, the system will require the **Military Discharge Date**.
6. The option selected in the **Smoker History** gets displayed on the Additional Information page of Employee Self Service (ESS > Personal Details > Additional Information).



1. Select the **Organizational Relationships** tab.
2. There are three options on this page when hiring a person. For the most part you will always choose 'Employee'. SBCTC does **not** use 'Contingent Worker'. 'Person of Interest' is only used for Volunteers that need access to PSFT.
3. Select the **Employee** option.
4. Select the **Add Relationship** button. The system will check the personal data and make sure it meets any checks and balances the system has. The system checks the person you are entering against both HCM and CS to see if they already exist based on key fields. (Name, SSN, Birthdate etc.)
5. Select the **OK** button.
6. Select the **Save** button.



In this case, the system is saying that there may be a person already in the system. We already know this because we started with an Empl ID, click Return



1. A Message box will appear.
2. Select the **OK** button.



1. The **Organizational Relationships** tab displays.
2. The system will save the record and generate a Person ID (Empl ID).

That’s It! 😊