

Snapshot Name- New Hires Snap

Description- Shows all new hire and rehire records processed. Includes selected job information.

Field Name	Full Name	Description	Example
Action	Action	Displays what action was taken for the new hire/rehire record	REH
Annual Rate	Annual Rate	The total annual rate of gross pay for the employee	\$117,894
Dept Code	Department Code	The department code where the employee will be working	4301002035
Dept Name	Department Name	The name of the department where the employee will be working in	AAF-Graduate Admission
Empl ID	Employee ID	The ADP Employee Number	0067388
First Name	First Name	The employee's legal first name	Samuel
FT_PT	Full Time/Part Time	Full-Time or Part-Time indicator	F
Gender	Gender	The gender of the employee. Employees can either be F,M or N	M
Hire Date	Hire Date	Date at which the employee is hired for their job position	7/15/2015
Job Cat	Job Category	Employee job classification: Employees can either be Administrative, Faculty, Staff or Student	Student
Job Description	Job Description	Brief description of the Job Title	Student Assistant
Last Name	Last Name	The employee's last name	Abaidoo
Pay Grp	Pay Group	The Pay Group to which the employee belongs. (43A = monthly staff, 43F = 9-month faculty, 43T = Student Assistant, 43W = FWS Student, 43G = GRA/GTA, 43H = Bi-Weekly Hourly, 43Y = 12 month faculty, 43C = Bi-Weekly occasional workers, 43P = Part-Time Faculty)	43A
Position	Position	Title of the position in which the employee holds	Professor Emeritus
Posn No	Position Number	The number of the position during the job posting process	43005530
Reason	Reason	Indicates why there was a hire or rehire for the specified position	REA
Rec No	Record Number	The employee's ADP Record Number	2
Reg_Temp	Regular/Temporary	Regular or Temporary Employee indicator	R
Reports To	Reports To	The name of the person who approved the employee's eTime records	Smith,John

Std Hours	Standard Hours	The average number of hours worked per week	40
Supv Name	Supervisor Name	The name of the employee's supervisor	Jones,Janice