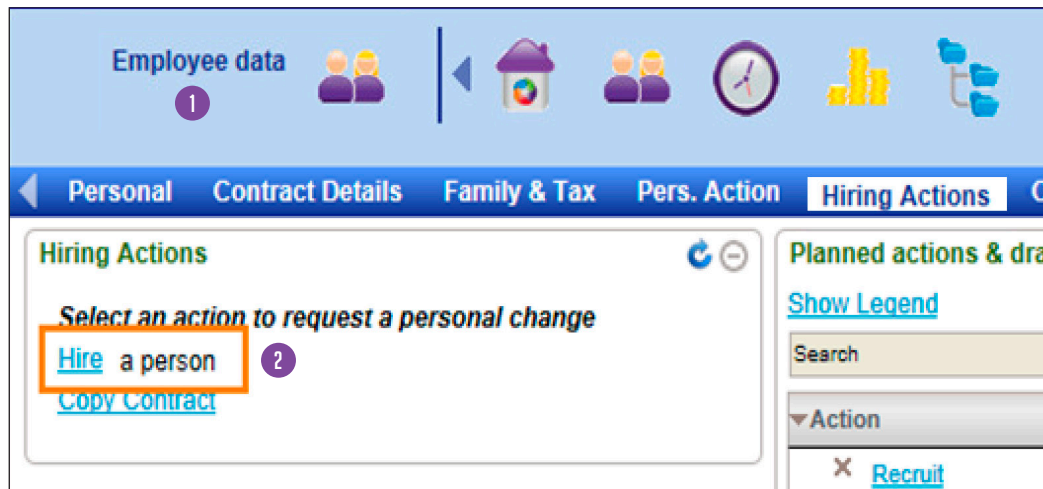


HIRING PROCESS









HrOnlineLux 03_1_Hiring Process- HR



! Attention, in the case of a fixed-term contract, if you encode an End Date, this exonerates you from having to encode a 'Termination' action later.

- 1 Navigate to Employee data > Hiring actions.
- 2 Click on Hire a person.

Recruit Initiate the action 1

Start Date	01 . 06 . 2016	 *	2
Action Type	Registration Active		
Reason for Action	New Position		3
Employment	Active		
Personnel area	BUSINESS TRAVEL	 *	
Personnel Subarea	BUSINESS TRAVEL	 *	
Employee Group	Regular	 *	
Employee Subgroup	White Collar	 * 	
End Date	31 . 03 . 2018	 *	4

Submit **Cancel**

- 1 Select and left mouse click to choose the correct option.
- 2 Enter the **Start date**.
- 3 In general:
 - **Reason**: new position or replacement,
 - **employee group**: active,
 - **employee sub group**: white collar or blue collar.
- 4 To save click on **Submit**.

HIRING PROCESS: PRIOR STEP

HrOnlineLux 03_1_Hiring Process- HR

The Payroll area indicates whether the hired employee should receive a salary calculated by Securex or not.

- Payroll relevant: calculated salary,
- Non payroll relevant no calculated salary.

Recruit Organizational Assignment

0 1 2 3 4 5 6 7 8 9 10 11 12

Company Code	BUSINESS TRAVEL
Personnel area	QQ58
Personnel subarea	BUSINESS TRAVEL *
Employee group	Regular
Employee subgroup	White Collar
Payroll area	Payroll relevant *
Position	Direction [S50425525] *
Cost center	
Percentage	100,00
Job key	00000000
Organizational unit	BUSINESS TRAVEL (G)
Start Date	01.06.2016
End Date	31.12.9999

Previous Next Cancel

Positions Catalog


Search for positions

Positions active From 01.01.2016 To 31.12.9999

[Show Legend](#)

- BUSINESS TRAVEL (R) [50409209]
 - BUSINESS TRAVEL (G) [50409210]
 - Accounting [50425640]
 - Direction [50425525]
 - Human Ressources [50425639]
 - Marketing [50425638]
 - Production [50425633]
 - Manufacturing Shop [50425641]
 - Shop [50425642]
 - Sales Assistant [50425693]
 - Sales Assistant [50425694]
 - Sales Assistant [50425695]
 - Sales Assistant [50425696]
 - Shop Manager [50425697]

Add

- 1 Click  to select an existing position in the hierarchy of your company (see HC No. 09).
- 2 Select the relevant item and click **Add**.
- 3 You can type the first few letters of the station to facilitate your search.
- 4 To complete this preliminary step, click **Next**.

HIRING PROCESS: STEP 1 TO 12

HrOnlineLux 03_1_Hiring Process- HR Admin

The hiring process involves 12 steps of recording the complete data of the worker.

The screenshot shows the 'Recruit Personal Data' step of the hiring process. At the top, there is a navigation bar with tabs: Personal, Contract Details, Family & Tax, Pers. Action, Hiring Actions (selected), and Contract Parameters. Below the tabs, there is a row of 12 numbered boxes (0 to 12). Box 1 is highlighted in green, indicating the current step. The main form area contains the following fields:

- Title: Mr (dropdown menu) *
- Last name: Tuna *
- First name: Patrick *
- Date of birth: 01.02.1974 (calendar icon) *
- Nationality: French [FR] (dropdown menu) *
- Communic. language: English [EN] (dropdown menu) *
- Name at Birth: (text input)
- Birthplace: (text input)
- Country of Birth: (dropdown menu)
- Other nationality: (dropdown menu)
- Marital Status: Marr. (dropdown menu) *
- Start Date: 01.06.2016
- End Date: 31.12.9999

At the bottom right of the form, there is a purple circle with the number 1, indicating the first step. Below the form, there are three buttons: Previous, Next (highlighted in blue), and Cancel.

- 1 Fill in all the details and click **Next**.

Fill in all the steps and click Next. Below you find a list of points of attention in the data record.

! *It is important to follow the steps as indicated.*

- 1 Personal data:**
the selected language will define the HRo language for the employee.
- 2 Permanent address:**
indicate the word «Street or Avenue»... and enter a valid zip code.
- 3 Contractual data:**
in case of a fixed term contract, choose **Fixed term** [2].
- 4 Bank details:**
if payment is not made in cash, the IBAN of the employee is mandatory. The amount must be entered depending on the bank country.
- 5 Planned work time:**
consider changing the schedule if the employee follows a specific schedule. In the case where the schedule is deleted, it is important to mention it.
- 6 Basic contract:**
pay attention to inform the step at 00 for a non-agreement contract.
- 7 Manage contract dates:**
change the seniority date if necessary and click **Save**.
- 8 Legal data:**
entry and seniority dates are proposed by default.
- 9 E/S declarations:**
Enter the CIP code corresponding to the function of the new employee (EX 4110 = Office worker).
- 10 Communication:**
pre-filled by default for a CIP 4110 office worker.
- 11** This step allows you to enter the email allowing the sending of payslips, but also the activation of the account.
Must therefore :
 - 1 : fill in the email
 - 2 : Tick Active User if you want to activate the Employee Self Service for this person
 - 3 : do not enter anything in Favorite User> if empty = email address
- 12 Communication:**
Paid vacation and recovery public holiday balance proposal for the current year, based on the selected contract dates and work schedule.

HIRING PROCESS: OPTION

HrOnlineLux 03_1_Hiring Process- HR

Contract Parameters Employee parameters Education & work experience Monitoring of Tasks

Adam Lallana [80004865]

Monitoring of tasks

Task Type	Date of Task	Reminder Date
End Of Suspension	01.04.2018	01.03.2018

+ Add

It is now possible in HRonline to encode a reminder.

For example, you want to be reminded of the end of a fixed-term contract in order to schedule an interview. An email is then sent the desired day to your email address.

- 1 Navigate to > [Employee Data](#) > [Monitoring](#)
- 2 Click [Add](#).