Introduction / Issue: Hi, this blog post help you to Hire an

employee in Fusion HCM.

Hire Employee:

Using this activity HR admin/Recruitment admin can create employee in the system as shown below.

Navigation: Springboard > My Client Group > New Person > Hire an Employee

Step-1: Click on "New Person"

0,00	Good evening, HR					
	Me My Team My Client Gro	ups Benefits Adr	ninistration Contr	act Management	Product Managem	ent Cash Manag >
	QUICK ACTIONS	APPS				
	HCM Experience Design Studio	රීරී	⊞∞	-	o*	N/2
	Hire an Employee	Hiring	Agency Hiring	Onboarding	New Person	Person Management
	Add a Contingent Worker					
	රු [#] Add a Pending Worker			ජුම	61	<u>گ</u>
	Add a Nonworker	Absences	Compensation	Goals	Performance	Profiles

Step-2: Click on "Hire an Employee" to create Employee in the system

<	New Person		
10.100	CARNED PARTY OF COM		(B)
		What do you want to do or manage?	
		Search for tasks Q	
		New Person Dashboard	
		Hire an Employee	

Step-3: Enter all mandatory details under "Identification" train stop and click "Next"

- o Hire Date
- $\circ \quad \text{Hire Action} \quad$
- o Hire Reason
- Legal Employer
- o Name, Gender & Date of Birth
- o National Identifiers

	1 2		- 6			
	Identification Person Information	Information Other Information				
Hire an Employee: Identification				Back Next	Save 🔻	Submit Cancel
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▲ Basic Details						
*Hire Date 3/8/22 🕼						
*Hire Action Hire V						
Hire Reason Hire to fill vacant F 🗸						
*Legal Employe						
Worker Type Employee						
▲ Personal Details Ø						
Person Number Generated automatically						
Global-Name Language American English						
Title						
First Name						
Middle Name						
*Last Name CA						
Enter local name						
Gender Male ~						
Date of Birth m/d/yy						
▲ National Identifiers ⑦						
View 🔻 Format 💌 📲 📣 Wrap						
Primary "Country "National ID Type "National ID						

Step-4: Enter all mandatory details under "Person Information" train stop and click "Next"

- o Address details
- o Phone details, Email & Legislative Information etc.,

2 3 6 6 6 6 6 6 6 6 6 6 6 6 7 6 7 6 7										
Hire an Employee:	Person Inform	nation ©				Back	Next	Save 🔻	Submit	Cancel
▲ Hide Person Information		77 - 77 - 7 7 - 8				1 - 2 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7 - 7			NOT BUILD IN AND	
Na Act Action Rea Hire D	ime CA ion Hire son Hire to fill vacant positio tate 3/8/22	'n	Worker Type Legal Employed Person Number National ID	Employee S8525						
▲ Home Address	are 3/0/22									
*Country	India	~								
*Address Line 1	45									
Address Line 2										
*City or Town	Chennai									
*Pin Code	502325									
*State	Tamil Nadu									
	Additional Information									
Phone Details										
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Step-5: Enter all mandatory details under "Employment Information" train stop and click "Next"

o Business Unit and Assignment attributes and other details

Hire an Employee: En	nployment I	nformation				Ba	:k	Ne <u>x</u> t	Save	Sub <u>m</u> it	Cancel
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doL		~			Standard Working Hours						
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Reporting Establishment	~				Start Time				~		
Location		~ 12			End Time				\sim		
Working at Home No	~				Basis for Seniority Calculation	Days		\sim			
Worker Category	~					🐺 Work N	leasure Deta	ails			
Arrignment Category	~				Statu	•	~				
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Regular or Temporary	~				Experience Type	•	~				
Full Time or Part Time	~				Current Function		~				
Working as a Manager No	~				Delivery Type		~				
Hourly Paid or Salaried	~				People Group	,					

Step-6: Enter compensation information details and click on "Next"

- o Salary Basis
- o Salary Amount
- o Other details as required

Identification Person Information Employment Corpervation and Other Information									
Hire an Employee: Compensation and Oth	Back	Ne <u>x</u> t	Save 🔻	Sub <u>m</u> it	Cancel				
▲ Hide Person Information		MATSIMIT 181817 1918	and the second						
Name CA Action Hire Action Reason Hire to fill vacant position Hire Date 3/8/22	Worker Type Employee Legal Employer Person Number 58525 National ID								
Assignment A Salary Information Currency Worker local currency									
Start Date 3/8/22 Salary Basis Salary Amount Annual Salary Annualized Full-Time Salary Mart Salary Data		Sa	Grade Nar Salary Ran lary Range Midpoi Compa-Ra Range Positi Quart	ne ge tio on ille					
Next Salary Review Date m/d/yy			Quint	tile					

Step-7: Review details and submit to save Person record in the system.

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Hire an Employee: Review	Printable	Ne Page Back Negt Save 🔻 Su	b <u>m</u> it <u>C</u> ancel
▲ Hide Person Information			
Name CA Action Hire Action Reason Hire to fill vacant position Hire Date 3/8/22	Worker Type Employee Legal Employer Person Number 58525 National ID		
✓ Basic Information			
▲ Personal Details			
Person Number 58525 Generated automatically Title First Name Middle Name Last Name CA			
Gender Male Date of Birth			

Conclusion: Hope this Blog helps you in Hire an Employee in Fusion.