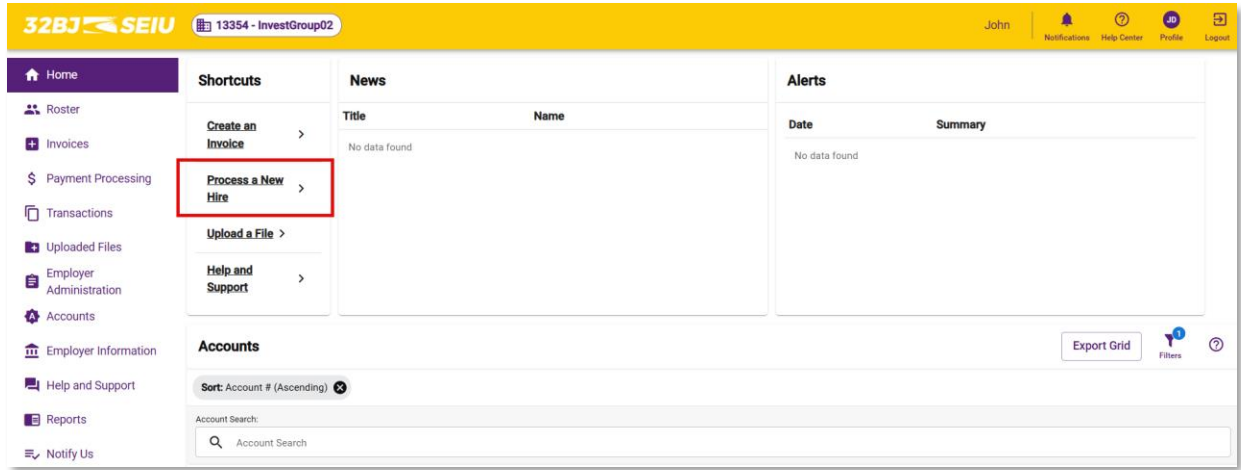


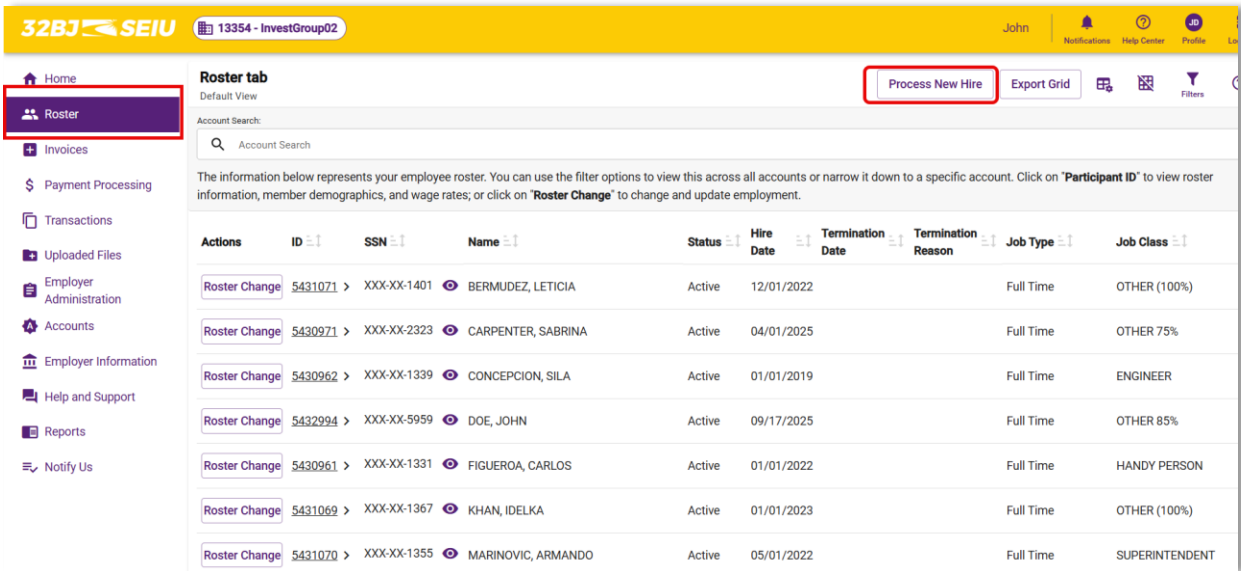
# **How to Process a New Hire**

# How to Process a New Hire

- From the home screen shortcut menu you can select **Process a New Hire**:



Or you can process a new hire by navigating to the Roster tab and selecting [Process a new hire](#).



- Afterwards you will be advised to first select the account you would like to process the new hire in, or type in the account by using the search bar. Once completed, select **Next**:

**New Hire**  
Select Account

Confirm the following details:

Select specific Account

Search

**Account**

- 74391 InvestGroup02
- 74392 InvestGroup02-435 East 52nd Street-Master RAB Apartment Building Agreement
- 74427 InvestGroup02-15 WEST 53RD STREET-Master RAB Apartment Building Agreement
- 74428 InvestGroup02-2206 Valentine Avenue-Master RAB Apartment Building Agreement

Cancel **Next**

- SSN and DOB must be entered together. If you enter the DOB or SSN by itself, and click **Next**, an error message will be produced:

**New Hire**  
Participant Search

**Error**

Both DOB & SSN are required to search for a participant.

Account  
74427 InvestGroup02-15 WEST 53RD STREET-Master RAB Apartment Building Agreement

Please search for Participant using **both DOB and** Participant SSN together **or** Person ID.

Date of Birth  
06/10/1993

SSN

Person ID

Search

- If the member has previously worked with the funds, use the record that includes their work history. For brand-new members, enter both SSN and DOB, then click **Search**. To add a new member, select **Add New Member**.

**New Hire** Search Results X

**Information**

This member does not exist in our records. Please refine your search or click 'Add new Member' if you wish to create a new Participant.

Account  
74392 InvestGroup02-435 East 52nd Street-Master RAB Apartment Building Agreement

Please search for Participant using **both DOB and** Participant SSN together **or** Person ID.

Date of Birth: 06/10/1993      SSN: XXX-XX-5959      Person ID:

- You will then populate the member's demographic information:
  - Identification
  - Address Information
  - Contact Information
  - Roster Information

**1. Identification**

SSN*	First Name*	Middle Name	Last Name*	Suffix	Date of Birth*	Gender*
XXX-XX-5959	John		Doe		06/10/1993	Male

**2. Address Information**

Address Type\*  
Primary Residence

Address 1\*  
25 w 18th st

Address 2  
5H

Zip\*  
10011

City  
NEW YORK

County  
NEW YORK

State\*  
NEW YORK

Country\*  
US

State\*  
NEW YORK

Country\*  
US

You have added the maximum number of addresses

**3. Contact Information**

Country US	Work	Ext	Primary Email dummyemployerservices@32bjfunds.com
Country US	Mobile	(646) 656-8989	Primary Email
Country US	Home		

- You will enter the member's hire date, job type, job class, and hourly wage rate. Once completed, select **Next** and then **Confirm**.

**4. Roster Information**

Contract Master RAB Apartment Building Agreement	Account # 74392	Account Name InvestGroup02-435 East 52nd Street-Master RAB Apartment Building Agreement
Start Date* 09/17/2025	Job Type* Full Time	Job Class* OTHER 85%
		Hourly Wage Rate* \$25.50

You are about to save the new hire record. Please verify the above information is correct.

- You will receive a banner stating “The member has been added to the system is now officially employed with your employer.” You will always be able to locate members within your roster.

The screenshot shows the 32BJ SEIU Roster tab interface. A green confirmation banner at the top states: "The member has been added to the system is now officially employed with your employer." Below the banner is a table of employee records. The table has columns for Actions, ID, SSN, Name, Status, Hire Date, Termination Date, Termination Reason, Job Type, and Job Class. The record for JOHN DOE (ID: 5432994) is highlighted with a red box.

Actions	ID	SSN	Name	Status	Hire Date	Termination Date	Termination Reason	Job Type	Job Class
Roster Change	5431071	XXX-XX-1401	BERMUDEZ, LETICIA	Active	12/01/2022			Full Time	OTHER (100%)
Roster Change	5430971	XXX-XX-2323	CARPENTER, SABRINA	Active	04/01/2025			Full Time	OTHER 75%
Roster Change	5430962	XXX-XX-1339	CONCEPCION, SILA	Active	01/01/2019			Full Time	ENGINEER
Roster Change	5432994	XXX-XX-5959	DOE, JOHN	Active	09/17/2025			Full Time	OTHER 85%
Roster Change	5430961	XXX-XX-1331	FIGUEROA, CARLOS	Active	01/01/2022			Full Time	HANDY PERSON
Roster Change	5431069	XXX-XX-1367	KHAN, IDELKA	Active	01/01/2023			Full Time	OTHER (100%)
Roster Change	5431070	XXX-XX-1355	MARINOVIC, ARMANDO	Active	05/01/2022			Full Time	SUPERINTENDENT