

## Submit Smart HR USG Affiliate Transaction Non-Paid Position

Path: Navigator/Manager Self-Service/Job and Personal Information/Smart HR Template/Smart HR Transactions

Select the following:

**Transaction Type:** All

**Template:** 120\_ADD\_AFFILIATE (Augusta Add USG Affiliate)

Click **Create Transaction**

### Smart HR Transactions

Select a template and press Create Transaction.

**Transaction Template** ?

Transaction Type: All

Select Template: 120\_ADD\_AFFILIATE  Augusta Add USG Affiliate

Transaction Type: All

**Transactions in Progress** ?

You do not have any transactions in progress.

[Go To](#) [Transaction Status](#)

Enter the following:

**Empl ID:** leave blank unless

**Job Effective Date:** enter the date to add the USG Affiliate

**Action:** Add USG Affiliate

**Reason Code:** USG Affiliate

Click **Continue**

### Smart HR Transactions

## Enter Transaction Details

The following transaction details are required.

**Template** Augusta Add USG Affiliate

**Organizational Relationship** USG Affiliate

**\*Empl ID**

**\*Job Effective Date**

**\*Action**

**\*Reason Code**

**Submit Smart HR USG Affiliate Transaction  
Non-Paid Position**

Enter/Select the data elements for the USG Affiliate. The data elements listed here are those that are required:

**First Name**

**Last Name**

**Date of Birth**

**Gender**

**Marital Status**

**Address**

**Position Number**

Click **Save and Submit**

# Submit Smart HR USG Affiliate Transaction Non-Paid Position

Smart HR Transactions

## Enter Transaction Information

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

### Personal/Job Data

#### Primary Name - English

Name Prefix



\*First Name

Middle Name

\*Last Name

Name Suffix

#### Birth Information

\*Date of Birth   Birth Country  

#### Person Gender

\*Gender

#### Person Marital Status

\*Marital Status

#### Person National ID United States

National ID

#### Person Address 01 - United States

\*Address Type  Address Line 1



Address Line 2  City

\*State   \*Postal Code

County



#### Person Phone Number 01

Personalize | Find | View All |  First  Last

Phone Type	Telephone	Phone Extension	Preferred		
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		




#### Person Email Address 01

Personalize | Find | View All |  First  Last


Email Type	Email Address	Preferred		
1 <input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

#### Diversity - United States

Personalize | Find | View All |  First  Last

Ethnic Group		
1 <input type="text"/>		 

#### Work Location - Position Data

\*Position Number  

#### Comments

Comments

[Return to Enter Transaction Details Page](#)

Save and Submit

Save for Later

Cancel

**Submit Smart HR USG Affiliate Transaction  
Non-Paid Position**

Smart HR Transactions

**Submit Confirmation**



The submit was successful. The Human Resources department will review the person's data and update the HR system.

Go to the Transaction Status page to review the status of this person.

OK