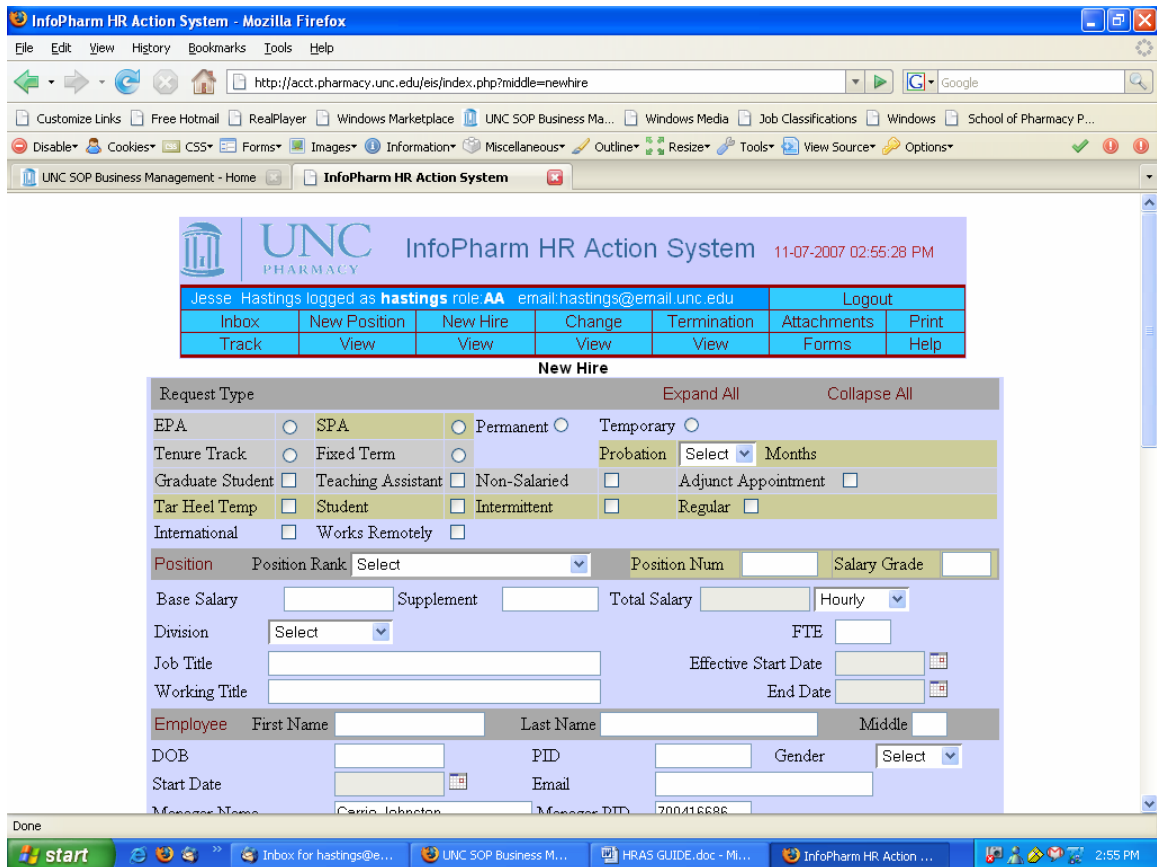


# Creating New Hires

- Select **NEW HIRE** from the menu bar on the main InfoPharm HRAS screen



- Select a specific request type or category (**EPA** or **SPA**) to enable available options based on employee type. For assistance in determining the correct forms necessary for employee type (**EPA** or **SPA**), select **FORMS** from the menu bar.
- Just like the **NEW POSITIONS** process, forms can be downloaded and attached to actions in progress after the actions have been submitted. Here's how:
  1. Select **ATTACHMENTS** in the open form
  2. Click on the document link to be downloaded
  3. Complete and save the document
  4. Using the **BROWSE** feature, select the document to be uploaded and click the check mark
  5. Attached documents can be removed by clicking the  field
  6. Select **SUBMIT** in order to complete requested changes