**HR Front End Transaction – Hiring an Academic Professional**

Transaction type – New Hire (the New Hire transaction is used also for Re-Hires)

Documents to attach – Background Check Clearance Email, OEOA, Offer/Accept letter, Request Form for Re-Employment of a U of I Retiree CV (if total salary over $90,000 & title appears on BOT approval guidelines), Provost Approval (if salary is over $90,000), PAPE, Hiring Request form

The University of Illinois uses Tracker for completing I-9s. The employee must complete and sign (electronically) Section 1 on or before their first day of work for pay. The appropriate I-9 Manager or Designated Agent must complete and sign (electronically) Section 2 no later than the third day of work for pay. The I-9 should not be completed until after the Background Check has cleared. The I-9 must be completed in Tracker before the HR Front End transaction is routed to campus human resources/Student Employment. Campus human resources/Student Employment will return any transaction that does not have an I-9 completed in Tracker. Should a transaction be returned, the unit must ensure the I-9 is complete in Tracker, then route the transaction once again to campus human resources. Failure to complete the I-9 in a timely manner and/or attached to the HRFE transaction can delay payment to the employee.

1. Click on Initiate New Hire from the transactions list

2. Answer the “Is this new hire a student.” question, as appropriate. If employee has been a student at the U of I (any campus) since approximately 2000, you’ll need to enter the person’s UIN number at this time in the UIN field.

3. Enter the SSN, Last and First Name and Birth date, then click Search. If you get the message information not found proceed to step 4. If information is found person may be an employee, and you may need to do an Add a Job.

4. Click Continue

5. Enter gender, email info (including the new employee’s so that they receive their logon by email), citizenship, home chart org, hire date, mail code, campus mail location, and campus address. Note that if this is a former employee you may need to overwrite the old information. Click Continue

6. Select Employee Group B if Academic Professional, enter annual salary and total % employed (in whole numbers between 0 and 100). If the employee is a retiree, select Employee Group T.

7. Hit tab

8. Enter the length of the academic contract (either “9 months or greater” or “Less than 9 months”)

9. Select the Pay Basis or enter Service Dates, as follows:

a. If contract is to be “9 months or greater”, select the pay basis to be 12/12 (typically used for A/P jobs). If appropriate choose 10/12 or 9/12.

b. If contract is to be “Less than 9 months”, select pay basis of 9/9 and enter Service Begin Date and Service End Date (not typical for A/P jobs)

10. Click Continue

11. Answer the SURS question(s) YES they are an annuitant, click Continue

12. Review information in the New Hire Review. Double check the First and Last Name. Note that the Employee Group will be TR for retiree. Click Continue

13. Click Ok at wizard’s Pop-up box to generate an ID

14. View the New Hire Logon Confirmation, print if necessary and provide to the new employee to do their Nessie New Hire forms.

15. Click Continue to proceed to the position selection screen

16. Enter position number if known, Search or create a new position (it is preferable to reuse an existing vacant position over creating a new position, whenever possible)

17. On the Position Data Screen:

a. Enter or modify (if necessary) Position’s P-class

b. Enter or modify (if necessary) Position’s Title (in upper case letters only)

c. Enter or modify (if necessary) Position’s E-class

d. Enter or modify (if necessary) PAPE number

e. Enter of modify (if necessary) Budget Profile

f. Enter or modify (if necessary) Budget Org

g. Enter or modify (if necessary) Position Labor Distribution

h. Click Continue

18. On the Job Data screen:

a. Change the job’s FTE if necessary in decimal notation (0.0 to 1.00)

b. Review the job’s Annual Salary (if job is 9/12 based, all 3 salary fields will auto-compute based on the job’s begin date)

c. Verify job’s title is correct

d. Verify job’s E-class is correct

e. Job Change Reason defaulted as HR001-New Hire. If necessary choose different job change reason - HR002 (if rehire) or HR003 (if SURS retiree rehire)

f. Verify job’s Labor Distribution is correct

g. In the Job Comment field, enter your contact e-mail address and phone number, along with any additional information, press Add Comment

19. Click Continue to exit the Wizard and proceed to ERV

20. If new hire is on a visa then click on open the Employee General Information accordion, select the visa type as listed on the I-9, and enter the work authorization expiration date in the EXP DATE field. Click Save

21. On the Attachments tab – all documents required as noted above

a. Click Attachment tab. Click Add Attachment button

b. Click Browse, select document to attach (either on your hard drive or network drive).

c. Click Open.

d. Click Add, select document type.

e. Repeat as necessary for additional documents.

f. Once all are listed, click Upload. Check the message at the top of the screen to ensure that no error occurred.

g. Click Done.

h. You may change the doc type from ERV by clicking the drop down box, select appropriate document type and click Save).

22. Click New Hire Forms tab, note the logon information and expiration of logon. Note also the forms status. **WAIT** until employee has completed required NESSIE New Hire forms (EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only)) before routing. In addition, verify employee has entered a Bachelor’s degree (or higher) and degree date on their EIF by looking at the BIO/DEMO tab of ERV and opening up the Education accordion bar.

23. Once required Nessie New Hire documents are complete, review all changes again, click Route.

24. College will retrieve from group inbox, Take Ownership, reviews, and Route (may require more than one College route depending on the orgs involved).

25. Central HR steps:

a. Retrieves transaction from group inbox

b. Take Ownership

c. Verify that all required Electronic Documents are attached to the transaction

d. Updates “Service Dates & Contract Parameters” section, entering new Effective Date, Service Begin Date, and Service End Date

e. Review remainder of transaction

f. Apply transaction