**HR Front End Transaction –New Hire Graduate Assistantship**

***Overview***

Transaction type: New Hire

Routing: Org Initiate, Org Review, Campus Apply

Documents to attach:

 Accepted offer letter

 Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job)

Background Check Clearance email if position is Security Sensitive or subject to Protection of Minors

Additional Document Needed:

**I-9** - 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. If Background Clearance is required, the clearance must be received before the I-9 is completed. 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 can delay payment to the employee.

Policy reference or detail: Student must be a currently registered grad student

***HR Front End Detailed Steps***

1. First review the position to be used for the employee. Especially verify **Type** is *Pooled*. If changes are needed follow Position Creation and Maintenance instructions to complete a PCM transaction BEFORE processing the New Hire transaction.

2. Select **Transactions**»**Initiate New Hire**.

3. Choose *Yes* for the student question. A **UIN/Banner ID** must be entered as part of the search criteria.

4. Type appropriate values in the **UIN/Banner ID, SSN**, **Last Name**, **First Name**, and **Birth Date** fields.

5. Click **Search**.

a. If a record with **Status** *A-Active* is found, then this person is not a new hire. Use an Add a Job transaction.

b. If a record with **Status** *T-Terminated* is found for this person, select the record (if there are two results always choose the BANNER record) and click **Continue** to rehire the employee.

c. If no match is found, check the search criteria for errors, adjust values, and search again. All current Grad students have a UIN, so at least one matching record should always be found.

6. On the **Demographic Information** screen type, select, or verify the following: **Gender**, **Unit Contact Email**, **Employee Email** (if known), **Citizenship**, Home **COA** and

**Organization**, **HR Campus**, **Hire Date**, **Mail Code**, **Campus Mail Location**, and campus address. Overwrite existing information as necessary for a rehire.

7. Click **Continue**.

8. On the **Employee Class and Benefit Category Determination** screen:

a. Select **Employee Group** *G-Grad and Pre Doc Fellows*.

b. Type an **Annual Salary**.

c. Type **Total % Employed** for entire person (in whole numbers from 1 to 100). Press **Tab** or click **Continue**.

d. Select length of academic contract *Greater than or equal to 9 months*. (NOTE: You must select this even if appointment is less than 9 months)

e. Select **Pay Basis**. Typically *9/9* for Grads. *12/12* is used if they will work the full year. (Note: They will accrue vacation if *12/12* is used.)

f. Click **Continue**.

9. Review information in the **New Hire Review** screen, especially **First** Name, **Last Name**, and **SSN**. Verify that **Employee Class** displayed is correct. Edit any incorrect information, print if desired, and then click **Continue**.

10. Click **OK** to generate a Logon ID and apply the data to Banner. You cannot undo this process.

11. On the **New Hire Logon Confirmation** screen click **Continue** to proceed to the **Position Selection** screen.

12. Type a position number, or search for a position by chart and org and highlight the desired position. If no position number is available to be re-used you can create a new position. Be sure to select a position with **Type** *P-pooled*.

13. Click **Continue**.

14. **Position Data** for Grad positions is not editable in a New Hire transaction. All Grad positions have **Type** *P-Pooled*. Click **Continue**.

15. On the **Job Data** screen:

a. Enter **Job FTE** using decimal value from 0.01 to 1.00 (tuition waiver range is .25 to .67).

b. Type **Monthly** rate and press **Tab**. Annual automatically recalculates.

c. Verify **Timesheet Org** (defaults from Position **Budget Org**).

d. If 12/12 change **Leave Category** to *Y5*.

e. Verify the **Job Labor Distribution**.

i. If a change is needed to existing values click on that field, overwrite the numbers, and click **Update** to the right of the LD row. Note: You must click **Update** next to each LD row for which you change values.

ii. If an additional line is needed, use vertical blank fields below the LD row(s) to enter data, click **Add LD**.

f. Type a **Job Comment** that includes contact email & phone number, and click **Add Comment**. Note: Once the comment is added you cannot change or remove it.

g. Click **Continue**. May get message regarding tuition waiver eligibility (if total FTE is less than .25 or greater than .67). If so click **Continue** again.

16. If new hire is on a visa open the ***Employee General Information*** accordion, select the Visa **Type** as listed on the I‐9, and type the work authorization expiration date in the **Exp Date** field. Then click **Save**.

17. If necessary, add attachment(s) as follows:

a. Click **Attachments** tab

b. Click **Add Attachment**

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

d. Click **Open**

e. Click **Add**

f. Select **Document Type**, and type a **Description**.

g. Repeat as necessary for additional documents. Once all are listed, click **Upload**. Check the message at the top of the screen to ensure that no error occurred.

h. Click **Done**.

i. You may change the **Doc Type** in **Employee Record View** by using the drop down box. You can also edit the **Description**. Then click **Save Attachment**.

18. **WAIT** until employee has completed required NESSIE New Hire forms ‐ EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only).

19. Click the **Bio/Demo** tab and click once on the ***Education*** accordion to expand it. Verify that the employee has entered a Bachelor’s degree (or higher) and degree date on their EIF. Then proceed to the next step.

20. Routing:

a. Review all changes and **Route**. Should get message Success routing to ORG Review stop.

b. Transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to CAMPUS Apply stop. (If reviewer is not the home org, it first routes to the home org before it reaches Campus.)

c. Transaction appears in Academic HR **Group Inbox**. Academic HR must **Take Ownership**, review, and **Apply**.