

HR Front End Transaction – New Hire Academic Hourly or Graduate Hourly

Transaction type – New Hire Academic Hourly or Graduate Hourly

Documents to attach – Job description

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 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.

Employee must complete Nessie (they MUST enter their degree and degree dates)

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
4. You may get a message indicating this information was not found (that is, this is someone truly new to the system) or you may get a ‘possible match’ but if the required fields do not all match,
5. Click continue
6. Enter gender, email info, citizenship, home chart org, hire date, mail code, campus mail location, and campus address, click continue
7. Select Employee Group H – Academic Hourly & Grad Hourly, select Academic or Grad, click continue
8. Review information in the New Hire Review screen. If you selected the Academic radio button, your EClass will be HA – Academic Hourly. If you selected the Grad radio button, your EClass will be HG – Grad Hourly. click continue
9. Click ok at Pop-up box to continue (box indicates continuing this transaction will generate a logon ID and apply the data to Banner; you cannot undo this process)
10. On the New Hire Logon Confirmation screen, Click continue to proceed to the position selection screen
11. Select, search or create a new position (it is preferable to reuse an existing vacant position over creating a new position, whenever possible) click continue
12. On the Position Data Screen:
Note: Academic Hourly and Graduate Hourly positions are pooled. If position maintenance is required, you will need to start a Position Creation Maintenance transaction after you complete this transaction. click continue

13. On the Job Data screen:
 - a. Enter job's hourly rate
 - b. Verify the Time Entry Method is correct
 - c. Select job change reason HR001 (if new hire) or HR002 (if rehire)
 - d. Verify job's Labor Distribution is correct
 - e. In the Job Comment field, enter your contact e-mail address and phone number, along with any additional information, press Add Comment
14. Click Continue
15. If new hire is on a visa then 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
16. Attach documents (click the attachments tab)
 - a. Click add attachment
 - b. Click Browse, select document to attach (either on your hard drive or network drive)
 - c. Click open
 - d. Click add, select document type (I-9, Position/Job Description, etc.)
 - 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 document type from ERV by clicking the drop down box, select appropriate document type and click save.
17. **WAIT** until employee has completed required NESSIE New Hire forms (EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only) before proceeding to the next step. 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.
18. Review all changes again, click Route.
19. Click, Take Ownership
20. Click, Apply