HR Front End Transaction – Hiring Faculty and Specialized Faculty

Overview

Transaction type: New Hire
Routing: Org Initiate, Org Review, College Review, Campus Apply
Documents to attach:

- Board of Trustees Approval (if tenure system appointment)
- Offer/Accept letter
- Hiring Request form – ONLY IF REQUIRED BY COLLEGE
- ODEA forms for Assistant, Associate, or Full Professors
- CV/Resume for all Assistant, Associate, or Full Professors, including Visiting or Adjunct
- Provost Approval for Associate or Full Professor
- Tenure form for Associate or Full Professor
- Service Toward Completion for the Probationary Period form for Assistant Professor if hired after the 8^{th} week
- Proof of completion of terminal degree (if appointment at rank of Assistant Professor and degree completed one year or less prior to the start date of the appointment)
- Written permission from ISSS or program sponsor for employees holding a J-1 visa (requires a new letter for each job)

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.

HR Front End Detailed Steps

1. Select **Transactions**»**Initiate New Hire**.
2. Choose the appropriate answer for the student question. If *Yes*, **UIN/Banner ID** must be entered as part of the search criteria.
3. Type appropriate values in the **SSN**, **Last Name**, **First Name**, and **Birth Date** fields.
4. 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, just click **Continue**.
5. 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.

6. Click **Continue**.
7. On the **Employee Class and Benefit Category Determination** screen:
    a. Select **Employee Group** *A-Faculty and Specialized Faculty*.
    b. Type an **Annual Salary**.
    c. Type a **Total % Employed** for the entire person using whole numbers between 0 and 100. Press **Tab**.
    d. Select the appropriate length for the academic contract (usually *Greater than or equal to 9 months*).
    e. If contract is 9 months or greater, select **Pay Basis** *9/12* (typically used for faculty jobs). If appropriate choose *10/12* or *12/12* instead. If being hired under hardship **Pay Basis** is *9/9*.
    f. If contract is *Less than 9 months* type **Service Begin** and **Service End Dates**.
    g. Click **Continue**.
8. Select whether the employee is currently receiving SURS retirement pay. If *No*, answer the firefighter/police question.
9. Click **Continue**.
10. 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**.
11. Click **OK** to generate a Logon ID and apply the data to Banner. You cannot undo this process.
12. On the **New Hire Logon Confirmation** screen click **Continue** to proceed to the **Position Selection** screen.
13. 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.
14. Click **Continue**.
15. On the **Position Data** screen verify, select, or type the following fields as needed: **Position Class**, **Position Title** (use UPPERCASE letters only), **Position Employee Class**, **PAPE#**, **Budget Profile**, **Budget Org**, and **Position Labor Distribution**.
16. Click **Continue**.
17. On the **Job Data** screen:
    a. Edit the **Job FTE** if necessary, using decimal value from 0.01 to 1.00
    b. Review the **Annual** rate. If the job is 9/12 all three rate fields auto-complete based on the **Job Begin Date**.
    c. Verify the **Job Title** and **Job Employee Class**.
    d. **Job Change Reason** defaults to *HR001-New Hire*. If necessary choose a different reason, such as *HR002* for a rehire or *HR003* for a SURS retiree.
    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**.

18. 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**.
19. 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**.
20. Click **Memos** tab, type a memo with your contact e-mail address & phone number, and click **Add**.
21. **WAIT** until employee has completed required MY UI Info New Hire forms - EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only).
22. Click the **Bio/Demo** tab and click once on the ***Education*** accordion to expand it. Verify that the employee has entered a degree (typically PhD) and degree date on their EIF. Then proceed to the next step.
23. Routing
    a. Review all changes again and click **Route**. Should get message success routing to ORG Review stop.
    b. If initiator also has Org Review permissions, click the **Take Ownership** button in the Employee Record View. Otherwise, the transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to COLLEGE Review stop. (If reviewer is not the Home Org transaction routes to the Home Org before going to the college stop.)
    c. Transaction appears in College reviewer **Group Inbox**. College reviewer must **Take Ownership**, review, and **Route**. Should get message success routing to CAMPUS Apply stop. (If reviewer is not the home college transaction routes to the home college before going to the campus stop.)
    d. Transaction appears in Academic HR **Group Inbox**. Academic HR must **Take Ownership**.
        i. Verify that all required documents are attached.
        ii. Click once on the ***Service Dates and Contract Parameters*** accordion to expand.
        iii. Edit the **Effective Date**, **Service Begin Date**, and **Service End Date**.
        iv. Review remainder of transaction and **Apply**.