

HR Front End Transaction – New Hire Student

Transaction type – New Hire Student

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 New Hire Documents

1. Click on “Initiate New Hire” from the transactions list
2. Answer the “Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000?” question, as Yes.
3. You will need to enter the person’s UIN number at this time in the UIN field.
4. Enter the SSN, Last and First Name and Birth Date, then click search
5. Select the appropriate line and Click continue.
6. On the **Demographic Information** page enter gender, email information, citizenship, home chart and org, hire date, mail code, campus mail location, and campus address, click continue
7. On the **Employee Class and Benefit Category Determination** page, select Employee Group S – Student, click continue
8. Review information on the **New Hire Review** screen. You selected the Student radio button so the EClass will be SA – Student. Edit any incorrect information and then 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, or search for an appropriate position (FWS/non-FWS and correct experience/salary range) - click continue
12. You will not be allowed to update/revise the SA Position Data Screen.
Note: All Student positions are pooled. If position maintenance is required, you will need to contact Student Employment. 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. Once all are listed, click upload. Check the message at the top of the screen to ensure that no error occurred.
 - f. Click done.
 - g. 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 before proceeding to the next step - EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only)
18. Review all changes again, click Route.
19. Transaction will route to Student Employment for review and Apply to Banner.
20. **ALL SA New Hires and Rehires** will route to Student Employment for review and Apply to Banner