Hiring process of Extra Help Non-clerical employee

You will first need to log into HRFE using the Enterprise Applications link:
https://apps.uillinois.edu/HumanResources.html
Select Human Resources Front End
Use your Enterprise ID and Password to log in

NEW HIRE

- The University of Illinois uses Tracker for completing I-9s.
  - For Extra Help new hires, employees must complete new hire orientation on or before their first day of work. This includes completing and signing (electronically) Section 1 on or before their first day of work for pay. The unit I-9 Manager must complete and sign Section 2 (electronically) no later than the third day of work for pay.   This must be completed before the HR Front End transaction is routed to campus human resources.   Campus human resources will return any transaction that does not have an I-9 completed in Tracker. Failure to complete the I-9 in a timely manner can delay payment to the employee.

HRFE:
- Select INITIATE NEW HIRE from the transaction menu in HRFE
- Required field –
  - 'Is this new hire a Student now or have they been since 2000'
    - Yes – Enter UIN
    - No – Enter Social Security Number, Last Name, and Birth date

- Select SEARCH
  - Potential matches will be displayed on the screen
    - If *T-Terminated* status, Continue as *REHIRE*
    - If *A-Active* status, Continue with either <u>Reappointment</u> or <u>Add a Job</u>
  - No matches found, Continue with criteria entered in the search

- Enter Demographics Information
  - Hire Date – First day of work for the new employee
  - Campus Mail Code
  - Line 1 (campus primary office address)
  - Employee e-mail address (needed for NESSIE New Hire instructions to be emailed)

- Confirm correct information in fields highlighted in yellow
  - First Name
  - Gender
  - Unit Contact e-mail (used to receive copy of NESSIE New Hire instructions)
  - Citizenship of new hire
  - Home Chart Organization
  - Campus Mail Location

- Review Demographics Screen
  - If there is an error, select Search from the purple breadcrumb tool bar to correct
  - Continue if everything is correct

- Employee Class
  - Select *E – Civil Service Extra Help*

- o Required field – Is this position seasonal? Yes / **No**
  - ▪ Answer **No** unless you have been given permission by SHR to use this group
- o Continue

- Review New Hire four panel screen
  - o If any changes are needed, click EDIT in the corresponding quadrant
  - o Continue if everything is correct
    (By continuing, PEAEMPL will be generated and the UIN is now established. **Can not "undo" at this point**)

- A message appears informing you that this transaction will generate a Logon ID
  - o Click 'OK' to continue
  - o A system generated e-mail with instructions on logging into NESSIE New Hire is immediately sent to the Unit Contact e-mail address **and** the Employee e-mail address provided on the Demographics information screen

- Review New Hire Logon Confirmation screen
  - o You have the option to print this screen for reference
  - o Continue

<u>Assigning a position to a Non-Clerical Extra Help employee</u>

ADD A JOB
- Position Selection
    - o Directly enter a known pooled position number
        - ▪ If unsure Call 333-4752
        - ▪ Continue

- Position Data Review
    - o Confirm the following are correct
        - ▪ Change Date
        - ▪ Position Number
        - ▪ Position Class
        - ▪ Position Title
        - ▪ Position Employee Class
        - ▪ Position Type – **Pooled**
        - ▪ Position Begin Date
        - ▪ Salary Range
        - ▪ Accrue Leave

- Job Data
    - o Majority of the fields are populated based on position information
        - ▪ Confirm or Edit the following
            - • Suffix
            - • Job Title (Can be changed)
            - • Job Type (Primary if New Hire or Rehire)
            - • Job FTE = **0** for all Extra Help
            - • Pay Rate
            - • Job Change Reason = New Hire
            - • Timesheet COA and ORG
            - • Time Entry Method
            - • Leave Category
            - • Accrue Leave = Yes for all Extra Help
            - • Job Labor Distribution
            - • Job Comments = Job Duties must be entered here

- Employee Record View (**ERV**)

- Verify correct information on 'General Information Tab'
- Add Memo if necessary
- Extra Help Documents must be added as a separate attachment
- Possible to add an additional component (Add a Job) at this point
- Verify correct information on 'Jobs Tab'
- Review 'New Hire Forms Tab' for completion

- **Before Routing – Please be sure to confirm:**

☐ Application has been completed/updated with Work history and Education
  - Call 333-4752 if unsure

☐ **Attachment**s
  - EH Employment Doc
    - Includes these forms:
      - Illinois State Police Background
      - EH Non-Clerical Appointment
      - EH Conditional Hire form
      - High School form - if necessary

☐ **General Information** Tab; E-Class is **EH**
☐ **New Hire** Tab; All New Hire documents have been completed
☐ **Job Detail**; No end date should be entered for any EH jobs

  ✧ Position Class or P-CLASS matches job duties
     (http://www.shr.illinois.edu/ExtraHelp/guidelines.html)

  ✧ Job Title is correct

  ✧ Rate
     (http://www.shr.illinois.edu/ExtraHelp/ehrates.html)

  ✧ Job Change Reason is correct

  ✧ Time Entry Method is correct

  ✧ Accrue Leave = **YES** for all EH employees

  ✧ Hours per Day matches work being performed

  ✧ Comments has been completed with Job Duties

The New Hire transaction will be reviewed by Extra Help Services for accuracy before being applied

The above list can be used to double check **New Hire**, **Reappointment** and **Add A Job** transactions.