HR Front End Transaction – Adding a Graduate Job

Transaction Type – Add a Job

Routing required – Department initiates and routes, HR reviews and applies

Documents to attach – offer letter if dates are other than the regular semester dates

I-9 if International and current VISA has expired or is expiring soon-

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.

Policy reference or detail – student must be a current registered grad student

HR Front End procedure (details – steps)

1. Find employee, go to ERV
2. Select "Add a Job" from the transaction menu, enter the Add a Job wizard
3. For employee group select 'G', Grad and Pre Doc Fellows Click Continue
    a. Enter Total Percent Employed - for entire person (in whole numbers from 1 to 100). Tab or Enter or Continue
    b. Select Length of Academic contract (will always be 9 months or more)
    c. Select Pay basis. The options are 9/9 or 12/12. Typically you choose 9/9. (12/12 is used if they will work the full year – note they will accrue vacation) Click Continue
4. Verify employee class is "GA"
    a. Enter Job Begin Date and End Date (required for this e-class). Click Continue
5. Enter Position # on Position Selection Screen (or perform a position search by ORG), Click Continue
6. Review Position data (you cannot make changes to Pooled positions during an Add a Job transaction. Changes to a pooled position would need to be made as a separate PCM transaction). Click Continue
7. On the Job Data screen
    a. Enter Job FTE (in decimal style 0.01 to 1.00)
    b. Enter monthly rate for job – annual will calculate and populate when you get to ERV
    c. Verify timesheet org (defaulted from position budget org)
    d. Change leave category to Y5 if 12/12
    e. Verify job labor distribution – if change is needed for current data, click on that field, overwrite the numbers and click Update. If an additional line is needed, use vertical blanks field, enter data, click Add LD
    f. Add job comments and click the Add Comment button. Note that once the comment is added you cannot change or remove it.
8. Once all changes are made on the Job Data screen 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
9. You are now at the Employee Record View (ERV). The annual should be populated.

10. If necessary, add attachment(s) as follows:
    a. Click Attachment 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, select document type
    f. Repeat as necessary for additional documents.
    g. 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 from ERV by clicking the drop down box, select appropriate document type and click Save.
11. Click Memo Tab, enter memo with your contact e-mail address & phone number.
12. Review all changes, Route. Should get message Success routing to CAMPUS. If you are not the home org, it will first route to the home org. That unit must take ownership and will route to CAMPUS.
13. Central HR retrieves from Group Inbox, Take Ownership, review and Apply