HR Front End Transaction – New Hire Academic Unpaid

Transaction type – New Hire Academic Unpaid

Documents to attach – Offer letter

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 <u>search</u>
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 <u>continue</u>
6. Enter gender, email info, citizenship, home chart org, hire date, mail code, campus mail location, and campus address, click <u>continue</u>
7. Select Employee Group U – Unpaid, click <u>continue</u>
8. Review information in the New Hire Review screen. click <u>continue</u>
9. Click <u>ok</u> 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 <u>continue</u> 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 <u>continue</u>
12. On the Position Data Screen:
    Note: Unpaid positions are pooled. If position maintenance is required, you will need to start a Position Creation Maintenance transaction after you complete this transaction.
13. On the Job Data screen:
    a. Enter job’s hourly rate, which should be zero
    b. Select job change reason HR001 (if new hire) or HR002 (if rehire)
    c. Verify job’s Labor Distribution is correct
    d. In the Job Comment field, enter your contact e-mail address and phone number, along with any additional information, press <u>Add Comment</u>
14. Click <u>Continue</u>
15. Attach documents (click the attachments tab)
    a. Click <u>add</u> attachment
    b. Click <u>Browse</u>, select document to attach (either on your hard drive or network drive)
    c. Click <u>open</u>
    d. Click <u>add</u>, select document type (Offer letter)
    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.

16. **WAIT** until employee has completed required NESSIE New Hire forms (EIF (everyone), and Loan Default (everyone) 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.
17. Review all changes again, click Route.
18. Click, Take Ownership
19. Click, Apply