HR Front End Transaction – Hiring Extra Help Non-clerical

Overview

Transaction type: New Hire
Routing: Org Initiate, Org Review, Extra Help Apply
Documents to be attached can be found on the Extra Help web page
(http://www.shr.illinois.edu/ExtraHelp/default.htm)

- Employment Eligibility Verification Form (I-9)
- Forms for Employee to Complete (this set of forms can be scanned into a single file)

HR Front End Detailed Steps

1. First review the position to be used for the employee, especially verify **Type** is *Pooled*. If changes are needed follow Position Creation and Maintenance instructions to complete a PCM transaction BEFORE processing the New Hire transaction.
2. Select **Transactions»Initiate New Hire**.
3. Choose appropriate answer for the student question. If *Yes* then UIN must be entered as part of the search criteria.
4. Type appropriate values in the **SSN**, **Last Name**, **First Name**, and **Birth Date** fields.
5. 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 and click **Continue** to rehire the employee.
    c. If no match is found, just click **Continue**.
6. 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.
7. Click **Continue**.
8. On the **Employee Class and Benefit Category Determination** screen:
    a. Select **Employee Group** *E-Civil Service Extra Help*.
    b. Choose an answer for the question 'Is this position seasonal?' (Usually *No*)
    c. Click **Continue**.
9. 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**.
10. Click **OK** to generate a Logon ID and apply the data to Banner. You cannot undo this process.
11. On the **New Hire Logon Confirmation** screen click **Continue** to proceed to the **Position Selection** screen.
12. Type a position number in the **I have a position number** field.
13. Click **Continue**.
14. **Position Data** for Extra Help non-clerical positions is not editable in a New Hire transaction. All EH non-clerical positions have **Type** *P-Pooled*. Click **Continue**.
15. On the **Job Data** screen:

a. **Job FTE** defaults to *0.00* and is not editable.
b. Review the **Hourly** rate and edit if necessary. If there are steps associated with the position, set the pay rate by selecting the appropriate salary **Step**.
c. Review **Timesheet COA and Org** and edit if needed.
d. **Time Entry Method** defaults to *Web*. Remember to edit it if necessary.
a. 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**.
b. Type a **Job Comment** that includes a job description and contact email & phone number. Click **Add Comment**. Note: Once the comment is added you cannot change or remove it.
e. Click **Continue**.

16. 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**.
17. 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**. (For the employee forms other than I-9, choose 'EH Employment Forms'.)
    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**.
18. **<u>WAIT</u>** until employee has completed required NESSIE New Hire forms - EIF (everyone), Loan Default (everyone), and W4 (US Citizens and Permanent Residents only).
19. Routing:
    a. Review all changes and **Route**. Should get message Success routing to Org Review stop. Write the UIN, transaction type, and Transaction ID on the top of the I-9 and forward to Extra Help.
    a. Transaction appears in Org reviewer **Group Inbox**. Org reviewer must **Take Ownership**, review, and **Route**. Should get message Success routing to CAMPUS Apply stop. (If reviewer is not the home org transaction route to the home org before going to the Campus stop.)
    b. Transaction appears in Extra Help **Group Inbox**. Extra Help must **Take Ownership**, review, and **Apply**.
    NOTE: If the I-9 is not attached an labeled as a separate document from other EH paperwork the transaction will be returned to the unit. You will receive a daily automated email until you have corrected the attachments and rerouted the transaction.