



## 2009 Administrative Leadership Conference

# Hiring A to Z

April 28, 2009

10:45 am

# Workshop Presenter(s)

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- Title:  
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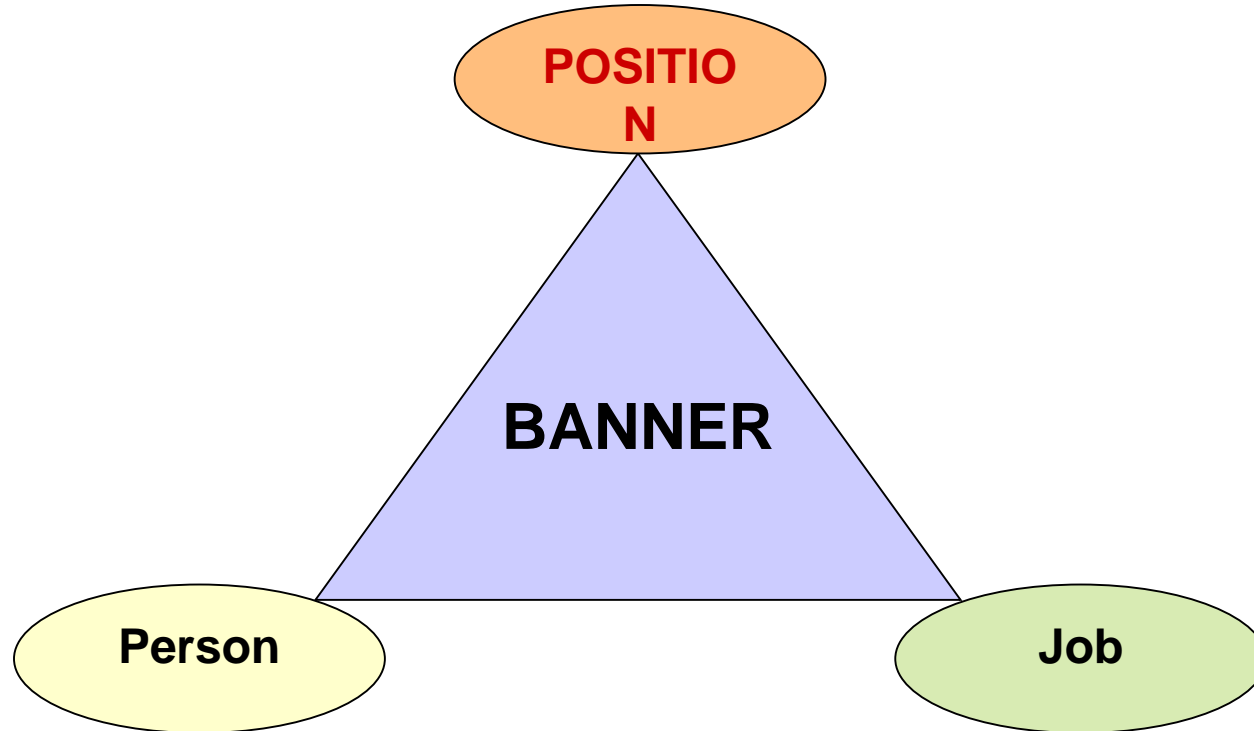
# Please ...

- Turn off cell phones.
- Avoid side conversations.
- I will provide opportunities for questions at the end of each section of this presentation and we will have time for Q&A at the end
- Sign the attendance roster.
- Complete the evaluation at the end of the workshop.

# Workshop Objectives

- Position Request and Approval Process
- Recruitment
- The New Hire Process
- Banner and the HR Front End

# The Basic Banner Premise



# The Position Request

- The Position Request is initiated by the unit completing a Request for Personal Services (RPS) form and a Job Description.
- Human Resources is responsible for Position Control, Creation, and Maintenance for Academic Professional, Civil Service, Extra Help, and Academic Hourly positions.

# Requesting a Position

- 1. Civil Service and Academic Professional** positions – Requests must be submitted and approved by HR.
- 2. Extra Help** – Requests must be submitted to Joy Thibadeau in HR.
- 3. Student** – Contact Student Employment at 6-6724.
- 4. Academic Hourly** – Requests must be submitted to Melanie Trimm in HR.
- 5. Faculty** positions are approved in Academic Affairs.

# Civil Service Recruitment Process

- Approved RPS and Job Description are received in the Employment area of HR.
- Employment contacts the hiring department to ask how they would like to proceed (work from the existing register or post).
  - From Register
    - Interview notice letters are sent to candidates on the register who are eligible to interview. Candidates are referred to the hiring department.



# Civil Service Recruitment Process

- From Register
  - Interview notice letters are sent to candidates on the register who are eligible to interview.
  - Candidates interested in interview are referred to the hiring department.
  - Hiring department contacts the department to schedule date and time for interview.
  - Hiring department returns Interview Notice Letters to HR indicating candidate Selected and those Not Selected.
  - HR contacts the candidate to make the offer.

# AP New Recruitment Process

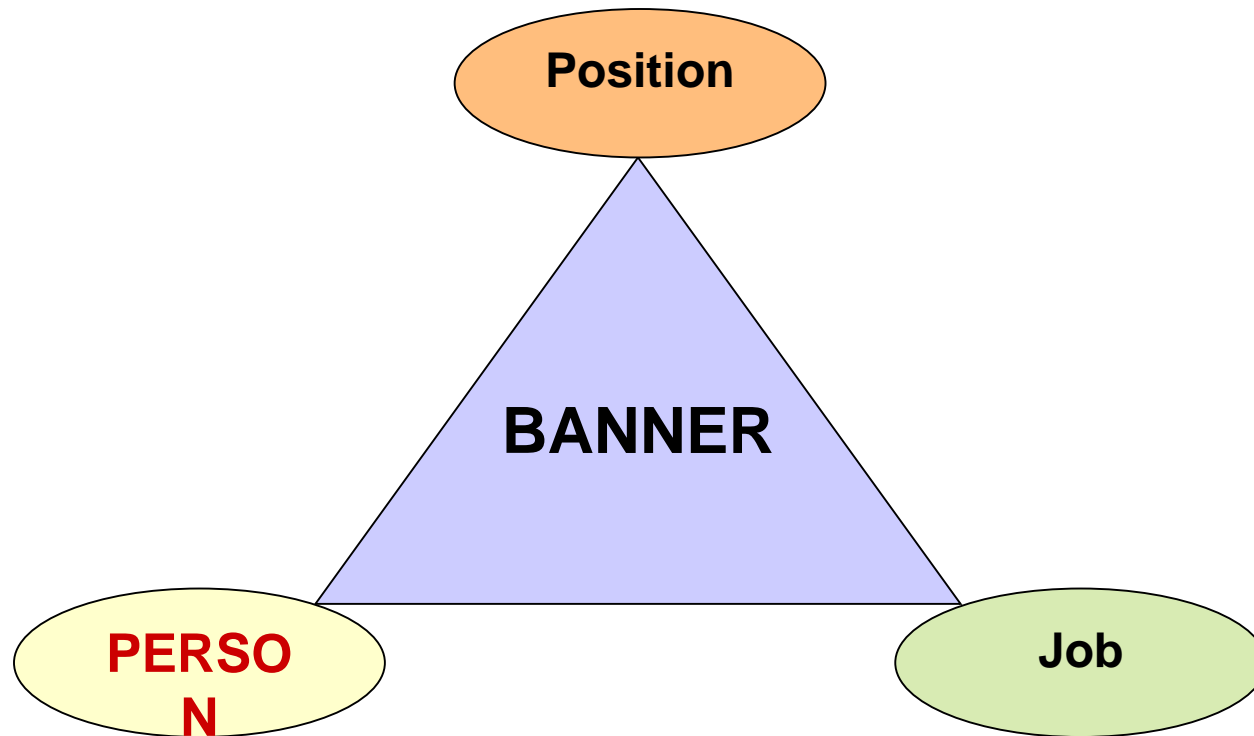
- Approved RPS and Job Description are received in the Employment area of HR
- Employment contacts the hiring department to ask how they would like to proceed.
- The Recruitment
  - Post or Search Waiver?
    - If no search waiver approved, vacancy must be posted internally for a minimum of one week before external advertisements may be placed.
- Once the candidate has been selected:
  - HR needs copy of signed offer letter
  - Hiring department completes the New Hire Wizard in Banner HR Front End to create logon ID and password
  - New employee completes NESSIE New Hire forms (*Employee Information Form, Form W-4, Loan Default, etc.*)

# Extra Help and Academic Hourly

- These are intended to be positions of an emergent, intermittent, and/or temporary nature.
- Extra Help positions are limited to a maximum of 900 hours.
- Academic Hourly positions should transition to Academic Professional positions, if a continued or long-term need exist.

# Questions about Position Request or Recruitment?

# Hiring the New Employee

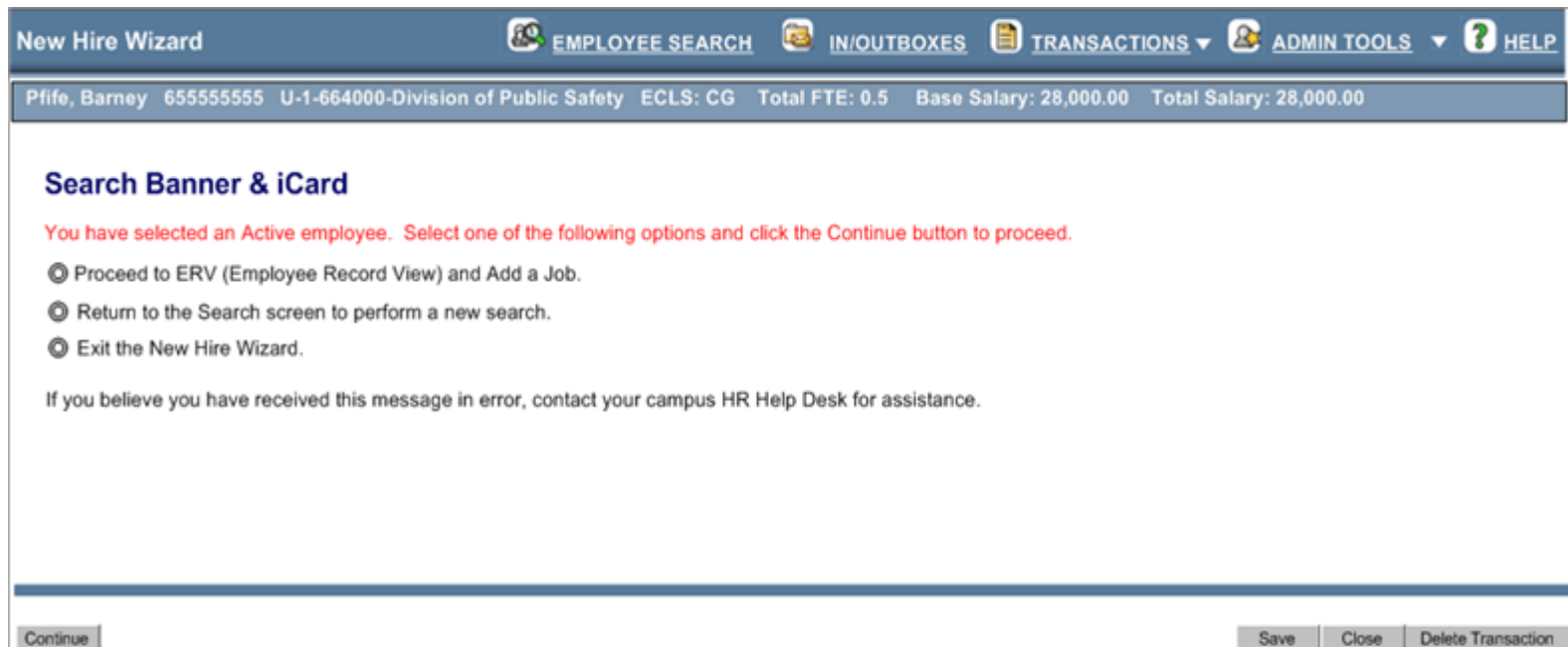


## *Effective April 20, 2009....*

- New Hires are initiated in the **HR Front End**
- Civil Service and Extra Help transactions are initiated in HR.
- Academics are initiated by the hiring department.
- ***Remember:*** *Civil Service, Extra Help, Academic Professional, and Academic Hourly positions are created and maintained in HR.*

# New Hire Search in the HR Front End

Use the **Search Banner & iCard** screen to determine if the prospective employee is already in either the Banner or iCard databases.



The screenshot shows the 'New Hire Wizard' interface. At the top, there is a navigation bar with the following options: EMPLOYEE SEARCH, IN/OUTBOXES, TRANSACTIONS, ADMIN TOOLS, and HELP. Below this, a status bar displays the following information: Pfife, Barney 655555555 U-1-664000-Division of Public Safety ECLS: CG Total FTE: 0.5 Base Salary: 28,000.00 Total Salary: 28,000.00. The main content area is titled 'Search Banner & iCard' and contains the following text: 'You have selected an Active employee. Select one of the following options and click the Continue button to proceed.' Below this text are three radio button options: 'Proceed to ERV (Employee Record View) and Add a Job.', 'Return to the Search screen to perform a new search.', and 'Exit the New Hire Wizard.'. At the bottom of the screen, there are three buttons: 'Continue', 'Save', and 'Close', and a 'Delete Transaction' button.

New Hire Wizard

EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP

Pfife, Barney 655555555 U-1-664000-Division of Public Safety ECLS: CG Total FTE: 0.5 Base Salary: 28,000.00 Total Salary: 28,000.00

### Search Banner & iCard

You have selected an Active employee. Select one of the following options and click the Continue button to proceed.

- Proceed to ERV (Employee Record View) and Add a Job.
- Return to the Search screen to perform a new search.
- Exit the New Hire Wizard.

If you believe you have received this message in error, contact your campus HR Help Desk for assistance.

Continue Save Close Delete Transaction



New Hire Wizard

- New employee with no UIN.

New Hire Transaction (ID: -1): Jones, James \*776187622

Search>> Demographics>>

Demographic Information

Enter in the new hire's demographic information below. If the new hire was previously employed at the University, some information will default on this screen. Update as needed.

Required fields \*

NAME

LAST NAME: *	SUFFIX:	FIRST: *	MIDDLE:
Jones	▼	James	

UIN/BANNER ID:	SSN: *	BIRTHDATE: *	GENDER: *
*776187622	776187622	1/9/1975	Select One ▼

UNIT CONTACT EMAIL: *	EMPLOYEE EMAIL:	CITIZENSHIP: *
		Select One ▼

HOME CHART ORG	COA: *	ORGANIZATION: *	HR CAMPUS: *	DATES	HIRE: *	LOGON EXPIRATION:
	1 ▼	Select One ▼	U - UIUC Urbana / Champaign ▼			

MAIL CODE: *	CAMPUS MAIL LOCATION: *
M/C	Select One ▼

CAMPUS PRIMARY OFFICE ADDRESS

LINE 1: \*

LINE 2:

CITY:	STATE:	ZIP CODE:	COUNTRY:
	Select One ▼		Select One ▼

CAMPUS PHONE:



# HR Front End New Hire Wizard


- In addition to the demographic information, e-class, benefit category, and retirement eligibility are determined through a series of questions presented by the HR Front End.
- The New Hire logon and password are created and reviewed for accuracy, then confirmed.

## **NESSIE New Hire**

Both employee and hiring department receive email notification of logon and a link to NESSIE New Hire.

New employees have 45 business days from their date of hire to complete the new hire documents.

# Nessie New Hire


  
**NESSIE New Hire**

**New Hire Logon**

To access the New Hire section of Nessie, please enter your Logon ID and Password department. The Logon and Password are **case-sensitive**. If you do not have a Logon ID or Password, please contact your department or your campus Human Resources.

NESSIE New Hire is available 24 hours a day, seven days a week except from 6:00 Sunday.

**New Hire Logon**

Enter Your Logon ID:

Enter Your Password:

Continue
Exit


  
**NESSIE New Hire**

**Change Password**

To access NESSIE New Hire, you must change your Password. Your Password must be eight characters in length and may contain letters and numbers. Please keep your password confidential.

**New Employee Password Change**

Enter Your New Password:

Re-enter Your New Password:

**Note:** Password must be 8 characters long.

New employee logs into NESSIE New Hire and will be required to change their password. **They need to remember this new password because if they need to access NESSIE New Hire again, they will need to use the original logon with this new password. The original password is no longer valid.**


  
**NESSIE New Hire**

**New Hire Password Change Confirmation**

Your password was successfully changed. Click **Continue** to go to the next step.

Continue
Exit

[Task List](#)  
[Change Address](#)  
[Change Password](#)  
[Contacts](#)  
[Leave/NESSIE](#)

## Task List

This page provides information regarding the status of each of your New Hire forms that you can complete through NESSIE New Hire. View the [definitions page](#) for a description of each status. You are encouraged to print the [New Employee Benefits Checklist](#) (Adobe Acrobat) to use as a guide for proper enrollment in your benefits selections.

In addition to these forms, all new employees must also complete an [I-9 form](#) no later than three working days after the first day of employment.

Tasks to Complete	Status	Date
<b>Benefit Orientation Sessions</b>		
Benefits Orientation Session***	Enrolled - 07/17/06	
NESSIE Benefits Enrollment	Enrolled - 07/05/06	
Retirement Overview Session	Enrolled - 07/06/06	
<b>Benefit Forms</b>		
<a href="#">AD&amp;D</a>	Not Started	
<a href="#">Benefit Enrollment*</a>	Not Started	
<a href="#">Dependent Care Assistance Plan</a>	Not Started	
<a href="#">Medical Care Assistance Plan</a>	Not Started	
<a href="#">Tax-Deferred Retirement Plan</a>	Not Started	
<b>HR Forms</b>		
<a href="#">Employment Information Form*</a>	Pending	07/07/2006
Loan Default*	Employee Completed	07/05/2006
<a href="#">Prior Service</a>	Not Started	
<b>Payroll Forms</b>		
Direct Deposit	Employee Completed	07/05/2006
<a href="#">W-2 Consent Form</a>	No Status Will Be Recorded	
Withholding Allowance (WA)**	Employee Completed	07/05/2006
<b>University Code of Conduct</b>		
Code of Conduct*	Employee Completed	07/05/2006
<b>State Life Beneficiary Enrollment</b>		
<a href="#">State Life Beneficiary Designation*</a>	No Status Will Be Recorded	
<b>Ethics Orientation</b>		
<a href="#">Ethics Orientation*</a>	Employee Completed	07/05/2006
* Required forms ** Tax regulations require this form to be on file for each employee *** Strongly encouraged to attend		

# NESSIE New Hire Task List

Shows status of forms,  
\* indicates required  
forms

# PEAEMPL & PPAIDEN

- Once the Employee Information Form in Nessie New Hire has been submitted, the Employee form in Banner (PEAEMPL) is automatically generated.
- Biographic/Demographic data is auto-populated in Banner PPAIDEN, Employee Identification form in Banner.

# I-9 Requirements

- New Hires should be sent to HR to complete the I-9 Employment Eligibility form **ON THE FIRST DAY OF WORK.**
- New Hire must present acceptable documentation to establish identity and work eligibility. This must be certified by the employer no later than close of business on the employee's third day of employment.

# Creating an Enterprise ID

To Access email, Blackboard, or University systems, the new hire will need to request or locate the Enterprise ID or campus NetID.

# Security Access Needed?

Contact your USC (Unit Security Contact), if your hire will need access to reports and/or Banner forms for Student, Finance, or HR/Payroll.

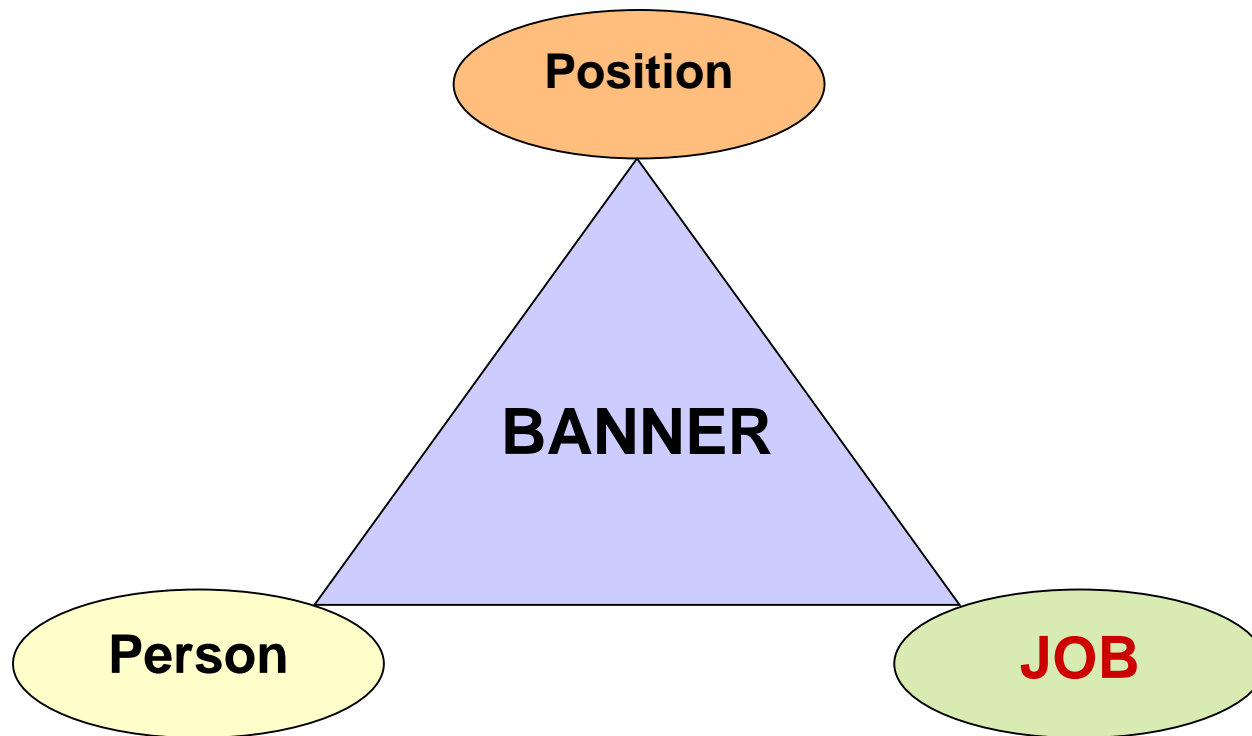
[Do you know your USC?](#)

Contact Academic Affairs for Banner HR Front End Security (Patti Sims, 6-6616)



# Questions about Setting up the Person?

# Adding A Job for the New Hire



# HR Front End...

- Using the position number provided by HR (CS, AP, EH, and HA), the hiring department will select the position in the HR Front End.

**New Hire Wizard** ? HELP U LOGOUT

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**New Hire Transaction (ID: 2647): Jones, James** 9-UIUC Urbana / Champaign-904001 (AVP Human Resources/Shared) ECLS: BA

New Hire Confirmation >> **Position Selection**

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### Position Selection

If you know the position number, enter that number below and click **Continue**. If you do not know the position number, you may search for a list of possible position numbers below.

**Employee Class:** BA-Acad/Pro 12mth Ben Elig  
**Home Org:** 9-UIUC Urbana / Champaign-904001 (AVP Human Resources/Shared)

I have a position number:

OR

**Possible position numbers:**  
You can search for any vacant or pooled position that matches the Employee Group derived from the new hire E-Class worksheet and any budget chart (COA) and Organizations for which you have permissions.

If you want to reuse a position, select from the list below and click **Continue**.

**COA** **ORG**

OR

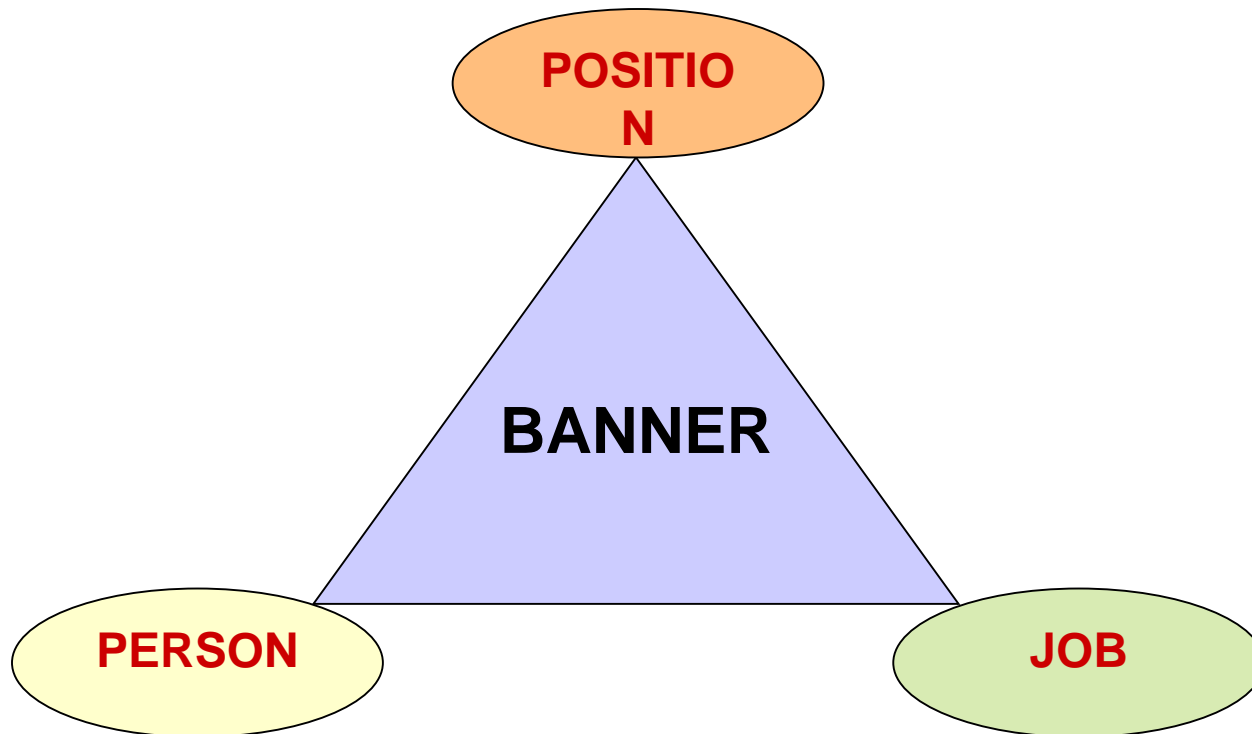
**Create New Position:**  
If you want to create a new position, click the **Create New Position** button.

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# The Position and Job

- Position Data will be viewable by units, but by position security may not be editable.
- The New Hire Job Data screen captures the most important information related to an employee's job. Most of the Job Data information defaults from the Position Data screen.
- Transaction is routed by home org security and applied to Banner.

# The Hire Is Complete



# Workshop Summary

- Request the Position
- Recruitment
- Make the Offer
- New Hire Set-Up
- Review Position Data
- Add Job

# Questions / Concerns?

## **Contacts:**

Classification/Compensation

Mark Owens, 6-7095

Academic Professional,  
Academic Hourly Employment

Melanie Trimm, 6-7078

Civil Service,  
Extra Help Employment

Joy Thibadeau, 6-7015

Student Employment

Kathy Dehen, 6-7495

Academic Appointments (Faculty, GA)

Patti Sims, 6-6616