

New Hire

Human Resources Front End

How-To Guide

HR Front End Training Team

New Hire

HR Front End

How-To Guide

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APPROPRIATE USE AND SECURITY OF CONFIDENTIAL AND SENSITIVE INFORMATION

Similar to Banner, HRFE allows you to access confidential and sensitive information. Guidelines have been created to help you manage your responsibility.

You are responsible for any activity that occurs using your logon

- Do not share your passwords or store them in an unsecured manner.
- Do not leave your workstation unattended while logged on to administrative information systems.

You have access to very sensitive personal information

- Do not share confidential and sensitive information with anyone, including colleagues, unless there is a business reason.
- Retrieve printed reports quickly, and do not leave the reports lying around in plain view.
- Secure reports containing confidential and sensitive information (e.g., FERPA, EEO, or HIPAA protected data).
- Shred the documents in a timely manner when disposing of reports containing confidential or sensitive information.

Any violation could subject you to disciplinary action.

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HR Front End New Hire Quick View

- 1 • Search Banner and iCard
- 2 • Enter Demographics Information
- 3 • Employee Class and Benefits Determination
- 4 • NESSIE New Hire logon creation
- 5 • Enter Position Data
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Introduction

This guide will help you understand and process New Hire transactions in the HR Front End. It includes an explanation of New Hire process and gives general guidelines about when it is appropriate to use the New Hire transaction type. It also provides instructions on how to complete New Hire transactions.

Assumptions

This guide assumes that you have completed the *HR Front End Overview and Navigation* online course. This prerequisite helps acquaint you with the general functionality of and navigation in the HR Front End. Material presented in the *HR Front End Overview and Navigation* course is not repeated in this guide.

Before processing a New Hire transaction, ensure that prior approvals have been obtained where applicable.

What is a New Hire Transaction?

The New Hire transaction is used to create a record for someone that is completely new to the University (New Hire) or someone that has been completely separated and is returning to the University (Rehire). The New Hire Wizard walks you through the four main sections of hiring a new employee:

- Creating the employee's NESSIE New Hire logon
- Entering the position data
- Entering the job data
- Tracking the completion of the New Hire forms

Conventions Used in this Guide



Indicates a **Note** or additional information that might be helpful to you.



Indicates a **Hint** such as a tip, shortcut, or additional way to do something.



Indicates a **Warning** of an action that you should not perform or that might cause problems in the application.

Completing a New Hire Transaction

You complete a New Hire transaction using a wizard that guides you through the process of creating the employee's logon, entering the position data, and adding a job. Follow these steps to complete a New Hire transaction in the HR Front End.

Creating a New Hire Logon

Searching Banner and iCard

You begin a New Hire transaction by searching the University systems to see if the person being hired has an existing record. The Social Security Number, Last Name, and Birth Date are required to perform this search.

1. From the **Transactions** menu, select **Initiate New Hire**.

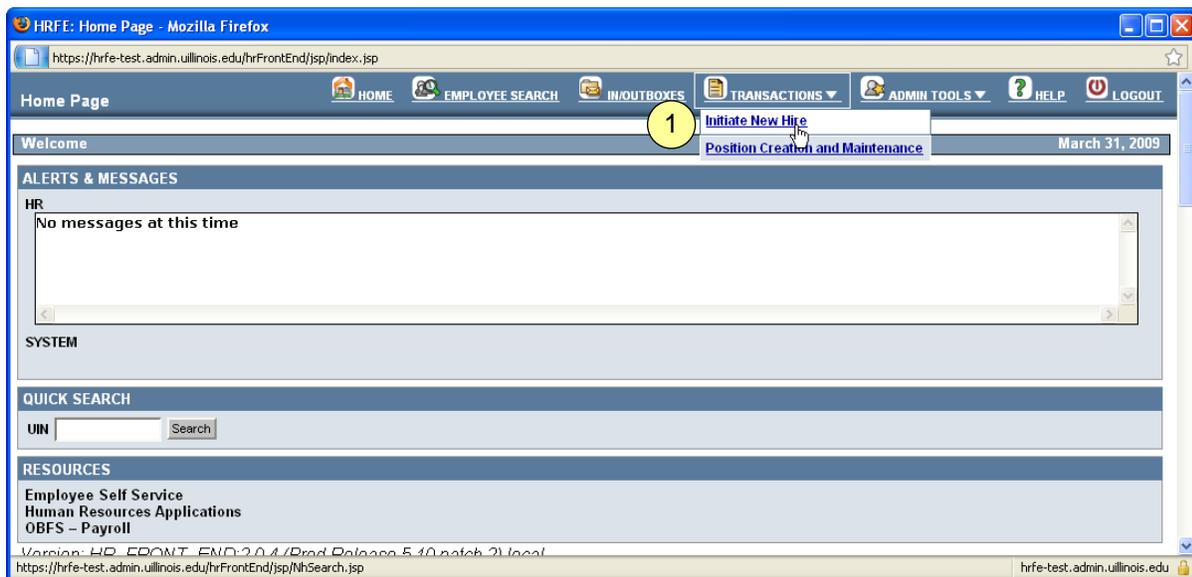


Figure 1: HR Front End Home Page

The Search Banner & iCard screen of the wizard appears.

Figure 2: Search Banner & iCard screen

2. Select **Yes** or **No** to the question **Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000?**



NOTE: If you select Yes, you must enter a UIN/Banner ID in the search because an Undergraduate or Graduate student already will have an assigned UIN.

3. Enter search information (**Social Security Number**, **Last Name** and **Birth-date** are required).



NOTE: If the new hire has a Third Country National (TCN) number but does not have a Social Security Number yet, enter the TCN number in the **SSN** field.

4. Click **Search**.

*Any potential matching results from Banner and/or ICard are displayed. If no potential matches are found, the message **“The information you entered was not found. Click Continue to complete the new hire process using the criteria entered in your search”** is displayed in the yellow message area.*

5. Click **Continue**.

*The **Demographics Information** screen of the wizard appears (see Figure 5).*



NOTE: If a matching record is found for the employee, see the following section **Matching Records Found**. If no match is found, skip to the **Entering Demographics Information** section.

Matching Records Found

If either the Social Security Number entered or the combination of the Last Name and Birthdate are found in Banner and/or iCard, a matching result is displayed in a table on the **Search Banner & iCard** screen.

If the Employee Status is Terminated

If a matching record is found in Banner and/or iCard, and the **Employee Status** is *T – Terminated*, you can continue the New Hire transaction as a *Rehire*.

HRFE: New Hire/Search - Mozilla Firefox

New Hire Wizard

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

New Hire Transaction:

Search>>

Search Banner & iCard

To create a new employee, you must first check to see if that person exists in the university's system. You must enter the SSN, Last Name, and Birth Date to perform a search.

Required fields *

Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000? No

UIBANNER ID: SSN: LAST NAME: FIRST NAME: BIRTHDATE:

999887777 Lincoln 01/28/1970

Search Reset Search

UIIN	SSN	Last Name	First Name	Middle Name	BirthDate	Employee Status	Home Campus/Home Chart/Org	E-Class	Source	Identity Status
987654321	999887777	Lincoln	Abe	R	01/28/1970	T	UIUC Urbana / Champaign/University of Illinois - Urbana/335000 - Education Administration	CA - C5 75H/pay N/E Ben Elg	Banner	
987654321	999887777	Lincoln	Abe	R	01/28/1970	T			iCard	CURRENT

Continue Save Close Delete Transaction

Figure 3: New Hire Search – Match with Terminated Record Found

Highlight the matching record in the search results table and click **Continue**.

The **Demographics Information** screen of the wizard appears (see Figure 5).

If the Employee Status is Active

If a matching record is found in Banner and/or iCard, but the **Employee Status** is *A – Active*, the **Active Employee** screen appears. You must add a new job using an Add a Job or Reappointment transaction instead.

HRFE: New Hire/Search - Mozilla Firefox

New Hire

HOME EMPLOYEE SEARCH IN/OUTBOXES TRANSACTIONS ADMIN TOOLS HELP LOGOUT

New Hire Transaction: 987654321

Create New Hire Logon>>

Search>>

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).

Return to the Search screen to perform a new search.

Exit the New Hire Transaction wizard.

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

Continue Save Close Delete Transaction

Figure 4: Active Employee screen

1. Select one of the three options presented:
 - a. **Proceed to ERV** (Employee Record View).
*The **Employee Record View** for the selected employee appears. You can initiate an Add a Job or Reappointment transaction from here.*
 - b. **Return to the Search screen to perform a new search**
*The **Search Banner & iCard** screen appears again.*
 - c. **Exit the New Hire Transaction Wizard**
*The HR Front End **Home Page** appears.*
2. Click **Continue**.

Entering Demographics Information

The next step in the New Hire Wizard is the **Demographics Information** screen. This screen contains information such as the Home Chart Org, citizenship information, and contact information for the new hire.

New Hire Wizard

 HELP
 LOGOUT

New Hire Transaction (ID: 1129): Trump, Donald K *555111111 2.C.301000 (301000)

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:
Trump	▼	Donald	K

UIN/BANNER ID:	SSN: *	BIRTHDATE: *	GENDER: *
*555111111	555-11-1111	08/01/1955	Male ▼

UNIT CONTACT EMAIL: *	EMPLOYEE EMAIL:	CITIZENSHIP: *
Trishak@uillinois.edu		Citizen ▼

HOME CHART ORG		HR CAMPUS: *		DATES	
COA: *	ORGANIZATION: *	HIRE: *	LOGON EXPIRATION:		
2 ▼	301000 - Microbiology and Immunology ▼	C - UIC Chicago ▼	02/15/2009	4/16/2009	

MAIL CODE: *	CAMPUS MAIL LOCATION: *
M/C 999	C - UIC Campus Mail ▼

CAMPUS PRIMARY OFFICE ADDRESS

LINE 1: *
1 Trump Tower
LINE 2:

CITY:	STATE:	ZIP CODE:	COUNTRY:
UIC Campus Mail	Illinois ▼	00002	United States of America ▼

CAMPUS PHONE:

Continue
Save Close Delete Transaction

Figure 5: Demographics Information screen

1. Complete the required fields on the Demographics Information page.

NOTE: Refer to *Table 1: Demographics Information Required Fields* for more information on the required fields.

2. Click **Continue**.

*The **Employee Class and Benefits Determination** screen appears.*

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Required Field	Instructions
Last Name	Populated from New Hire search screen and is not editable.
First Name	Enter the employee's first name. This will populate if the first name was entered in the New Hire Search screen.
Social Security Number	Populated from New Hire search screen and is not editable.
Birth Date	Populated from New Hire search screen and is not editable.
Gender	Select the employee's gender from the drop-down menu.
Unit Contact Email	Enter the email address for the unit contact. The system will auto-generate an email that contains NESSIE New Hire login information for the employee to the address entered.
Citizenship	Select the citizenship status from the drop-down menu.
Chart of Accounts (COA)	Select the COA from the drop-down menu.
Organization	The Organization list will filter based on the COA. Select from the drop-down menu.
HR Campus	Will default based on the COA selected. Edit if necessary
Hire Date	Enter the date the hire is effective. Month / Date / Year
Login Expiration	The date that the NESSIE New Hire login will expire. The Logon Expiration field will automatically be populated to sixty days from the Hire date or from the transaction date, whichever is later. This date can only be edited by Central HR.
Mail Code	Enter the Campus Mail code for the employee
Campus Mail Location	Select the Campus Mail location from the drop-down menu.
Address Line 1	Enter the employee's work street address.
City, State, Zip Code, and County	These fields will default for Urbana, Chicago and Springfield Campus Mail addresses and will not be editable. The fields must be completed for Global and Off-campus ACES Extension Addresses.

Table 1: Demographics Information Required Fields

Determining the Employee Class and Benefit Category

The next step in the New Hire Wizard is the **Employee Class and Benefit Category Determination** screen. This screen determines the new hire's employee class, benefit category, and SURS eligibility. To make these determinations, the HR Front End populates the questions on this screen based on the employee group selected and the answers to subsequent questions.

Figure 6: Employee Class and Benefit Category Determination screen example

1. Select the appropriate **Employee Group**
2. Complete the fields displayed based on the Employee Group selected.



NOTE: Refer to *Table 2: Required Information for Employee Class Determination* for more information on the questions that appear for each Employee Group.

3. Click **Continue**.

The **State Universities Retirement System (SURS)** screen of the wizard appears.

Employee Group	Determination Questions
A – Faculty and Other Academics B – Academic Professionals G – Grads and Pre-Doc Fellows P – Post-Doc Fellows / Research Assoc. / Intern R – Residents	<ul style="list-style-type: none"> • Does the Employee hold a J1, J2, F1, or F2 Visa? • Annual Salary • Total % Employed • Length of Academic Contract • Service Begin and End Dates (Contracts less than 9 months) • Pay Basis (Contracts 9 months or greater) • Is the new hire receiving a retirement allowance from SURS? • Is the new hire currently a police officer/firefighter or will they hold a police position?
C – Civil Service Web/Dept Time Entry D – Civil Service Time Report Feeder	<ul style="list-style-type: none"> • Does the Employee hold a J1, J2, F1, or F2 Visa? • Annual Salary • Total % Employed • Work Week Hours • Status (Exempt or Non-Exempt) • Exempt Type (if exempt) • Is this person a Flex year or Seasonal employee? • Non-work period begin and end dates (Flex year or seasonal employees only) • Is the new hire receiving a retirement allowance from SURS? • Is the new hire currently a police officer/firefighter or will they hold a police position?
E – Civil Service Extra Help	<ul style="list-style-type: none"> • Is this position seasonal?
H – Academic Hourly & Grad Hourly	<ul style="list-style-type: none"> • Is the employee an Academic or a Grad Hourly?
S – Student T – Retiree / Annuitant U – Unpaid V -- Virtual	<ul style="list-style-type: none"> • No Additional Information Required

Table 2: Required Information for Employee Class Determination

Determining State Universities Retirement System (SURS) Eligibility

The **State Universities Retirement System (SURS)** screen of the New Hire Wizard displays if the New Hire is SURS eligible, based on the answers given on the **Employee Class and Benefit Category Determination** screen. Your answers to these questions determine what SURS code is selected for the employee.

HRFE: New Hire/SearchDemographics/E-Class/SURS - Mozilla Firefox

New Hire Wizard

New Hire Transaction (ID: 1129): Trump, Donald K *555111111 2-C-301000 (301000)

Search>> Demographics>> E-Class>> SURS>>

State Universities Retirement System (SURS)

EMPLOYEE GROUP: A - Faculty and Other Academics

Is the new hire receiving a retirement allowance from SURS? * ①

Yes

No

Is the new hire currently a police officer/firefighter or will they hold a police position? ②

Yes

No

Continue ③ Save Close Delete Transaction

Figure 7: State Universities Retirement System (SURS) screen

1. Select the answer to the **Is the new hire receiving a retirement allowance from SURS** question.
If you select no, the second question appears. If you select yes, skip to step 3.
2. Select the answer to the **Is the new hire currently a police officer/firefighter or will they hold a police position** question.
3. Click **Continue**.
*The **New Hire Review** screen of the wizard appears.*

Reviewing the New Hire Logon Information

The **New Hire Review** screen displays a summary of all information entered to this point in the New Hire Wizard.

New Hire Wizard HELP LOGOUT

New Hire Transaction (ID: 1407): Trump, Donald *888000123 2-C-363000 (363000)

Search>> Demographics>> E-Class>> SURS>> **Review>>** Breadcrumb

New Hire Review
Review the New Hire information. If you need to change any information, click the corresponding Edit button to go back to that section to make changes.

<p>Benefits Information 1 Edit</p> <p>Employee Class: AA - Acad 9/12mth Ben Elig Benefit Category: M1 - FT Monthly All Benefits SURS Deduction Code: RT - Plan 1 Annual Salary: 50000.00</p>	<p>Demographic Information 1 Edit</p> <p>Last Name: Trump First Name: Donald Middle Name: Suffix: Gender: M - Male Birth Date: 05/02/1957 Citizenship: C - Citizen UIN/Banner ID: *888000123 SSN: 888-00-0123 Hire Date: 02/15/2009 Employee Email:</p>
<p>Trump, Donald is eligible for:</p> <p>Health, Dental, Life Ins: Yes Vacation: No Sick Leave: Yes Overtime: No SURS: Yes</p>	<p>Campus Information 1 Edit</p> <p>Unit Contact Email: trishak@uillinois.edu Campus: C - UIC Chicago COA: 2 - University of Illinois - Chicago Home Org: 363000 - African American Studies</p> <p>Campus Primary Office Address: Line 1: 2 Trump Plaza Line 2: City, State, Zip: UIC Campus Mail, Illinois 00002 Country: United States of America Mail Code: 999 Campus Phone:</p>

Print Friendly View

2 Continue Save Close Delete Transaction

Figure 8: New Hire Review screen

1. Review the information. If any changes are needed, click **Edit** in the corresponding quadrant or use the breadcrumbs at the top of the screen to return to the section needing the change.

The HR Front End returns you to the appropriate page in the New Hire Wizard.

2. When all information has been reviewed and is correct, click **Continue**.

A message appears warning you that continuing the transaction will generate a Logon ID and apply data to Banner.

3. Click **OK**.

*The **New Hire Logon Confirmation** screen of the wizard appears.*



NOTE: A system generated email with instructions on logging into NESSIE New Hire is immediately sent to the Unit Contact email address and the Employee email address provided on the Demographic Information screen once the logon is generated.

Confirming the New Hire Logon

Once the information on the **New Hire Logon Review** screen is confirmed and applied to Banner, the **New Hire Logon Confirmation** screen appears. This screen displays the employee's NESSIE New Hire login information, a link to NESSIE New Hire, and the ability to print this data.

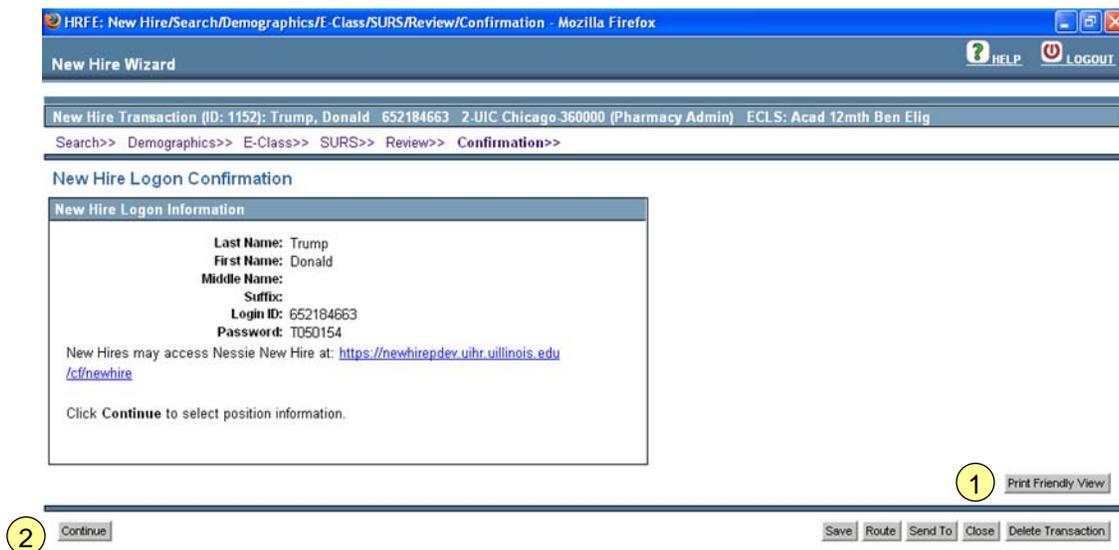


Figure 9: New Hire Logon Confirmation screen

1. Click **Print Friendly View** to print a copy of the logon information.
2. Click **Continue**.

*The **Position Selection** screen of the wizard appears.*

Entering Position Information

After you create the employee's New Hire logon, you must assign a position to the employee.

Selecting the Position

The next step in the New Hire Wizard is the **Position Selection** screen. This screen offers three methods of selecting position information:

1. Directly enter a position number
2. Search for a position
3. Create a new position

HRFE: New Hire/Position Select - Mozilla Firefox

New Hire Transaction (ID: 1152): Trump, Donald 652184663 2-UIC Chicago-360000 (Pharmacy Admin) ECLS: AL

New Hire Confirmation >> **Position Selection**

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: AL-Acad 12mth Ben Elig
Home Org: 2-UIC Chicago-360000 (Pharmacy Admin)

1 I have a position number:

OR

2 **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
2	360000 - Pharmacy Admin

OR

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

Figure 10: Position Selection screen

Option 1: Entering a Position Number

If you know the position number, you can enter it directly in the **I Have a Position Number** field (see Figure 10).

1. Enter the position number in the **I Have a Position Number** field
2. Click **Continue**.

The **Position Data** screen appears.

Option 2: Searching for a Position

If you do not have a position number, you can search for possible positions. This search will find any vacant or pooled positions that match the new hire's employee group, as well as all available Lump Sum positions, within a specified organization. Position searches are restricted to the chart of accounts and organizations within your security permissions.



NOTE: The Search option is not available for Civil Service and Extra-Help employee groups.

1. Select the **COA** and **ORG** in which you want to search (see Figure 10).
2. Click **Search**.

The matching search results are displayed.

3. Highlight the desired position.
4. Click **Continue**.

*The **Position Data** screen appears.*



NOTE: You can resort the position list by clicking on the column headings in the results table.

Option 3: Creating a New Position

If you cannot find a position meeting your needs using the search, you also can create a new position.



NOTE: The Create New Position option is not available for Civil Service and Extra-Help employee groups

1. Click **Create New Position** (see Figure 10).
- The **Position Data** screen appears.*
2. Complete the necessary fields on the **Position Data** screen.



NOTE: For more information on Creating New Positions, see the [Position Creation and Maintenance How-to Guide](#).

Editing Position Data

Once you select a position, the next step in the New Hire Wizard is the **Position Data** screen. This screen allows you to edit existing position data or create a new position. Fields that can be edited for an existing position include: Position Class, Position Title, Position Employee Class, Type, PAPE Number, Job Progression, Position Descriptors, Budget Profile, Budget COA, Budget ORG, and Position Labor Distribution.

New Hire Wizard ? HELP U LOGOUT

New Hire Transaction (ID: 2370): Trump, Donald K 652829122 2-UIC Chicago 363000 (African American Studies) ECLS: BA

New Hire Confirmation >> Position Selection >> **Position Data**

Position Data
Review the position data. Edit the fields as necessary.

CHANGE DATE: * 2/17/2009 POSITION #: * C83794 POSITION CLASS: * NAAAA - DIR POSITION TITLE: * DIR POSITION EMPLOYEE CLASS: * BA - Acad/Pro 12mth Ben Elig

TYPE: * S - Single POSITION BEGIN DATE: * 7/1/2003 PAPE#: † Blank - Blank

SALARY RANGE
GROUP: 2009 TABLE: AA GRADE: UNDFD STEP: 0 LOW: 1.0 MIDPOINT: 1.0 HIGH: 999999.0

BARGAINING UNIT: NONE PD PROB PERIOD: ACCRUE SENIORITY: N - No JOB PROGRESSION: No Job Progression

POSITION DESCRIPTORS:
Blank Remove
ABDRS - Has Budget responsibility Add

BUDGET PROFILE: * Blank BUDGET COA: * 2 BUDGET ORG: * 363000 - African American Studies

POSITION LABOR DISTRIBUTION											
		COA	Index	Fund	Organization	Account	Program	Activity	Location	Percent	
Edit	Remove	2		100009	363000	211400	363001			100.0	Update
TOTALS										100.00	

COA: 2 - University of Illinois - Chicago

Index: Fund: Organization: Account: Program: Activity: Location: Percent:

Add LD Update LD

Required fields *

Continue Save Close Delete Transaction

Figure 11: Position Data screen

1. Review the **Position Data** screen.

2. Make any necessary changes in the editable fields. If creating a new position, complete all required fields.
3. Click **Continue**.

*The **Job Data** screen appears.*



NOTE: For more information on Creating New Positions, see the [Position Creation and Maintenance How-to Guide](#).



NOTE: Position Data is not editable for Civil Service, Extra Help, and Student positions.

Adding Job Information

After the employee's position is set-up, you must add a job for the New Hire.

Editing Job Data

The final step in the New Hire Wizard is the **Job Data** screen. This screen is used to capture the most important information related to an employee's job. The majority of the fields on this screen populate based on the **Position Data** screen. Fields that can be edited for Job Data are dependent on the E-Class and may include: Suffix, Job Title, Job FTE, Pay Rate, Job Change Reason, Timesheet COA and ORG, Time Entry Method, Leave Category, Accrue Leave, job Labor Distributions, and Job Comments.

New Hire Wizard
? HELP U LOGOUT

New Hire Transaction (ID: 2370): Trump, Donald K 652829122 2-UIC Chicago 363000 (African American Studies) ECLS: BA
 New Hire Confirmation >> Position Data >> **Job Data**

Job Data
Review the job data. Edit the fields as necessary.

JOB BEGIN DATE | **JOB END DATE**
2/25/2009

POSITION: SUFFIX: 00 | **POSITION CLASS:** NAAAA- DIR | **JOB TITLE:** DIR | **JOB TYPE:** P - Primary | **LAST PAID DATE:**

PAY ID: MN - Monthly | **FACTOR:** 12 | **JOB FTE:** 1.000 | **APPT%:** 100 | **PAY RATE:** HOURLY: 24.038924 | MONTHLY: \$4,166.67 | ANNUAL: \$50,000.00 | **JOB STATUS:** A - Active

JOB CHANGE REASON: HR001 - New Hire | **TIMESHEET COA:** 2 | **ORG:** 363000 - African American Studies | **TIME ENTRY METHOD:** P - Payroll

JOB EMPLOYEE CLASS: BA - Acad/Pro 12mth Ben Elig | **LEAVE CATEGORY:** Y3 - 12/12 mth 2 FH 25 | **ACCRUE LEAVE:** Y - Yes

SALARY GROUP: 2009 | **TABLE:** AA | **GRADE:** UNDFD | **STEP:** 0 - 0 | **PROBATIONARY PERIOD:** | **BEGIN DATE:** | **END DATE:** | **INCREASE MM DD:** | **ANNIV DATE:**

BUDGET PROFILE CODE: R - Recurring | **BARGAINING UNIT:** NONE | **HOURS PER DAY:** 8.0 | **SEARCH NUMBER:**

LABOR DISTRIBUTIONS

Edit	Remove	COA	Index	Fund	Organization	Account	Program	Activity	Location	Eff Date	Percent	Salary	Update
		2		100009	363000	211400	363001			2/25/2009	100.00	50000.00	
TOTALS											100.00	50000.00	

COA: 2 - University of Illinois - Chicago

Index:

Fund:

Organization:

Account:

Program:

Activity:

Location:

Eff Date: 2/25/2009

Percent:

Salary:

JOB COMMENTS

Comments	UserID	Date
	trishak	02-17-2009 10:21

Figure 12: Job Data screen

1. Review the **Job Data** screen.
2. Edit any fields that require changes.
3. Click **Continue**.

*The **Employee Record View** appears.*

Adding Job Comments

Comments entered in the Job Comments section will feed to Banner and become a permanent part of the employee job record.

1. Enter comments in the **Job Comments** field.
2. Click **Add Comment**.
3. Click **Continue**.

The Job Comment is saved.

*The **Employee Record View** appears.*

JOB COMMENTS		
Comments	UserID	Date
New hire eff. 02/21/2009. Offer letter recd 2/15/09.	trishak	02-17-2009 10:21:00
	trishak	02-17-2009 10:24

Figure 13: Adding Job Comments – Job Data screen

Reviewing the New Hire Information

Once you complete the New Hire Wizard, the **Employee Record View** appears, showing the proposed change(s) generated in the transaction. From this screen, you can:

- Verify and edit information for the proposed change.
- Attach supporting documentation using the **Attachments** tab.
- Track NESSIE New Hire Forms completion.
- Reset NESSIE logon information.
- Add an additional component to the transaction.
- Save the transaction.
- Route the transaction.
- Send the transaction to a group or individual not in the predetermined routing path.

HRFE: ERV [Full View: Transaction (2370:6328) NEWHIRE (7774):Editable] - Mozilla Firefox

https://appserv5-dev.admin.ullinois.edu/hrFrontEnd/jsp/ERV.jsp

Employee Record View

Trump, Donald K 652829122 African American Studies ECLS: Acad/Pro 12mth Ben Elig

Full View: Transaction (2370:6328) NEWHIRE (7774):Owner=Yes (trishak):Not Completed:Editable:BioDemoAccess:JobAccess=[C83794-00], Stop:
DEPT:Default:Initiate B C-2-FT-363000 (2370:6328)

DATE: 2/25/2009 View Limited ERV Timeline View

PROPOSED CHANGES

ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type
View Wizard 7774	02/25/2009	02/25/2009	C83794-00 DIR	2-363000 African American Studies	HR001, New Hire	NEW

Add Change

GENERAL INFO BIO / DEMO MEMOS ATTACHMENTS AUDIT TRAIL

EMPLOYEE GENERAL INFORMATION

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

JOBS NEW HIRE FORMS Expand All

C83794-00: DIR ECLS: BA TS ORG: 2-363000 TYPE: P FTE: 1.000 MTHLY: \$4,166.67 BEGIN: 2/25/2009 BGT PRO: R STATUS: A

Route Save Cancel Release Ownership Send To Send FYI Print Friendly View

Figure 14: Employee Record View – New Hire Transaction

NESSIE New Hire Forms

The **New Hire Forms** tab is displayed in the Employee Record View of a New Hire transaction. In this tab, you can:

- Check the status of the employee's NESSIE New Hire Forms.
- Reset the NESSIE New Hire password.
- Extend the NESSIE New Hire logon Expiration Date.

Checking the Status of NESSIE New Hire Forms

The New Hire Form Status list (see Figure 15) shows all of the New Hire Forms that the employee is required to complete. The forms listed vary based on the Employee Class. Forms marked with an asterisk are forms that are required to be completed through NESSIE New Hire by the employee before the transaction can be applied to Banner.

Resetting the NESSIE New Hire Password

If the employee has forgotten their password to logon to NESSIE New Hire, you can reset it:

1. From the **Employee Record View**, click the **New Hire Forms** tab (see Figure 15).
2. Verify that the Unit Contact Email and Employee Email (if desired) addresses are correct.
3. Click **Reset New Hire Password** link.

A new screen will appear. Enter the Logon ID and click Search. Once the information is returned, the Reset Password button appears. Click the Reset Password button and a system generated email is sent to the Unit Contact Email address as well as the Employee Email address, if provided.



HINT: NESSIE New Hire passwords are always reset the first letter of the employee's last name, followed by their birthday in *mm/dd/yy* format. For example, if the last name is Jones and the birthday is 05/15/1970, the password would be reset to **J05151970**.

Extending the NESSIE New Hire Expiration Date

The employee's access to NESSIE New Hire will be set to expire either 60 days from the Hire Date or 60 days from the date the transaction was started in the HR Front End (whichever occurs later). You can extend this date, if needed, as long as the Purge Date has not yet occurred.

1. From the **Employee Record View**, click the **New Hire Forms** tab (see Figure 15).
2. Enter a new date in the **Expiration Date** field.

The new Expiration Dated displays. The Purge Date is extended appropriately.

NEW HIRE FORMS

HIRE DATE: 2/4/2010

LOGON ID: @02413298

LOGON ADDED ON: 2/4/2010

LOGON ADDED BY: user1

UNIT CONTACT EMAIL: test@test.com

EMPLOYEE EMAIL:

[Reset New Hire Password](#)

NEW HIRE LOGON DATES

EXPIRATION DATE:	PURGE DATE:
4/5/2010	4/20/2010

APPLICATION / FORM	STATUS	DATE
HR FORMS		
Employment Information Form*	Not Started	
Loan Default*	Not Started	
Withholding Allowance (W4)	Not Started	
Direct Deposit	Not Started	
Prior Service	Not Started	
Ethics Orientation	Not Started	
W2 Consent Form	Not Started	
SSA Form 1945	Not Started	
Drug-Free Workplace	Not Started	
BENEFIT FORMS		
Benefit Enrollment	Not Started	
Supplemental 403b Retire Plan	Not Started	
Medical Care Assistance Plan	Not Started	
Dependent Care Assistance Plan	Not Started	
AD&D	Not Started	
UI Long Term Disability	Not Started	
Coordination of Benefits	Not Started	
Supp 403b Universal Notice	Not Started	

* Required Form
* Tax Regulations require this form to be on file for each employee.

Route | Save | Cancel | Release Ownership | Send To | Send FYI | Print Friendly View

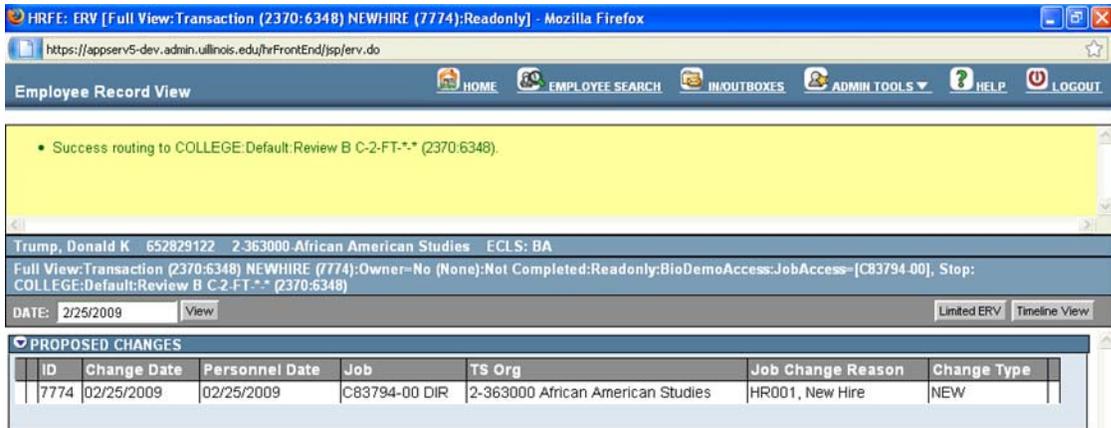
Figure 15: New Hire Forms screen

Routing the Transaction

To move the transaction to the next stop on the route path:

1. Click **Route**.

Any informational or error messages are displayed in the yellow message area in the Employee Record View. If transaction is routed successfully, message will display showing the routing destination.



The screenshot shows a web browser window titled "HIRFE: ERV [Full View: Transaction (2370:6348) NEWHIRE (7774):Readonly] - Mozilla Firefox". The address bar shows "https://appserv5-dev.admin.uillinois.edu/hrFrontEnd/jsp/erv.do". The page header includes navigation links: HOME, EMPLOYEE SEARCH, IN/OUTBOXES, ADMIN TOOLS, HELP, and LOGOUT. A yellow message box displays: "Success routing to COLLEGE:Default:Review B C-2-FT-**-* (2370:6348)". Below the message, the employee record for Donald K. Trump is shown, including his ID (652829122), job (2-363000-African American Studies), and ECLS (BA). The full view details indicate the transaction is a new hire for the same job and college. The date is 2/25/2009. A table of proposed changes is also visible.

PROPOSED CHANGES							
ID	Change Date	Personnel Date	Job	TS Org	Job Change Reason	Change Type	
7774	02/25/2009	02/25/2009	C83794-00 DIR	2-363000 African American Studies	HR001, New Hire	NEW	

Figure 16: Success Routing Message – New Hire Transaction

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