To change an Employee Group logon, click the Create New Hire/Change Employee Group link on the Admin Transactions tab.

When an employee makes a job change that results in an employee group change, you can use this process to grant that employee access to the NESSIE New Hire forms for their new job.

NOTE: In Chicago and Springfield, this process is done for all employee group changes.
In Urbana-Champaign, this process is done for employee group changes from non-permanent to permanent positions.

Part 1 – Search for the Person

Search for the employee by entering their Social Security Number (SSN) or UIN or Banner ID.

Click the Search button.
Verify that the employee returned in the search is correct. If it is correct, click the **Continue** button.

Click the **Back** button to search for another employee.

Click the **Exit** button to exit the application.

---

**Part 2 – Change Employee Group Information**

From this page you can:

- Select a **New COA** (Chart of Accounts) for the employee.
- Enter a **New Home Organization** code for the employee.
- Select a **New HR Campus** for the employee.
- Enter the **New Employee Class Change Date**, or the effective date of the employee group change.
- Enter a **Unit E-mail** for the employee.

You must complete all required fields on this page, marked with a red asterisk (*).

Click the **Continue** button when finished.
Part 3 – Change Employee Group Options

Select the appropriate Employee Group for the New Hire from the list and click the Continue button.

NOTE: The pages that appear next depend on Employee Group selected. Instructions for completing these pages are found in the DART – Creating a New Hire Logon document.

Once you complete any required pages for the Employee Group selected, you will see a Review page, similar to the one on the right. Here, you can review the person’s new Employee Group and Employee Class.

NOTE: The Benefits Category does not appear on this page. If the change in Employee Group affects the employee’s benefits, they will receive an email inviting them to enroll in the benefits plan. They must contact the Benefits Office for the appropriate enrollment forms.

For example, if an extra help employee is now hired in a civil service position or academic, their Benefits Category would change.

Once you review the information, click the Continue button.
You can now see the employee’s current and new information on this page. Review the information on this page for accuracy. If any information is incorrect, click the Back button until you reach the page to change the incorrect information.

Once you confirm the new information is correct, click the Submit button ONCE.

The NESSIE New Hire Logon Confirmation page appears listing the employee’s new logon and password information.

The system automatically generates an email containing this logon information. If you entered a valid email address for the employee, they will receive this email. Otherwise, you must provide this information to the employee.

Once the employee receives the logon information, either directly by email or from you, they can use the Logon ID and Password to access their new hire forms in NESSIE New Hire.

Click the Exit button to exit the application.