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

When creating a New Hire Logon, certain information is required to complete the process. The following table lists the required information needed to create the New Hire Logon. While this table lists only the required information needed to complete the process, the more information you enter provides a more complete picture of the new hire.

<table>
<thead>
<tr>
<th>Section</th>
<th>Minimum Information Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Search</td>
<td>Social Security Number (SSN), UIN, or Banner ID</td>
</tr>
<tr>
<td>New Hire Information</td>
<td>First Name, Last Name, SSN, Gender, Birth Date, Citizenship, Chart of Accounts (COA), Home Organization code, Campus Primary Office Address, Office Mail Code, Campus Mail Location, Annual Salary, HR Campus, Hire Date, Hiring Unit Email</td>
</tr>
<tr>
<td>Employee Class Selection</td>
<td>Employee Group to which the new hire will belong</td>
</tr>
</tbody>
</table>
| Employee Group Information       | **AP, Faculty, Other Academics:** Visa Status, Total Percentage Employed, Length of Academic Contract  
**Civil Service:** Visa Status, Total Percentage Employed, Workweek Hours, Exempt Status, Exemption Type, Flex-year/Seasonal Employee |
| SURS Eligibility                 | *(Yes/No)* Is the new hire currently receiving retirement benefits from SURS? (Yes/No) Is the new hire a police officer/firefighter or will they hold a police/firefighter position? |
Part 1 – Search Banner and i-Card

Before creating a New Hire logon, search Banner and i-Card to make sure the person does not already have a UIN or an existing Banner record.

This search helps reduce the number of duplicate records in Banner.

Enter a Social Security Number (SSN) or a UIN or Banner ID to search for existing records.

Click the Search button.

If the SSN or UIN is not found in Banner or i-Card, you can manually search the i-Card web site by name.

If you do not find the person in either Banner or i-Card, click the Create New Hire Logon link to create the person’s logon.
Complete the required fields to create a logon. Required fields are marked with a red asterisk (*).

- **Employment Center Person ID** – ID from the online application, if submitted. While not required, entering this ID for new hires who submitted an online application helps populate data into NESSIE New Hire for the employee’s information form.
- **First Name**
- **Last Name**
- **SSN** – Social Security Number
- **Gender**
- **Birth Date**
- **Citizenship**
- **COA** – Chart of Accounts or campus affiliation for the position
- **Home Organization** – Organization code
- **Campus Primary Office Address**
- **Office Mail Code**
- **Campus Mail Location**
- **Annual Salary**
- **HR Campus** – Campus where person is physically located
- **Hire Date**
- **Unit Email** – Hiring unit’s UI email address

Click the **Continue** button.
Part 3 – Select Employee Group Options

Select the appropriate **Employee Group** for the New Hire from the list.

- Academic Hourly & Grad Hourly
- Academic Professional
- Civil Service Extra Help
- Civil Service Time Report Feeder
- Civil Service Web/Dept. Time Entry
- Faculty and Other Academics
- Grads & Pre/Post Doc Fellows
- Post Doc Resident Associates & Interns
- Residents
- Retiree/Annuitants
- Students
- Unpaid

Click the **Continue** button.

**NOTE**: The pages that appear next depend on Employee Group you selected.

For the **Academic Professionals**, **Faculty and Other Academics**, **Grad & Pre/Post Doc Fellows**, **Post Doc Resident Associates and Interns**, and **Resident** groups, you will see a page similar to the one on the right.

The information entered in these fields determines the person’s **Employee Class (E-Class)** and their **Benefits Eligibility**.

All fields on this page are required.

Once you enter all the information, click the **Continue** button.
For the Civil Service Time Report Feeder and Civil Service Web/Dept Time Entry groups, you will see a page similar to the one on the right.

The information entered in these fields determines the person’s Employee Class (E-Class) and their Benefits Eligibility.

All fields on this page are required.

Once you enter all the information, click the Continue button.

For each Employee Group, you will see a Review page, similar to the one on the right.

Here, you can review the person’s Employee Class and Benefit Category.

Once you review the information, click the Continue button.
For the Academic Professionals, Civil Service Time Report Feeder, Civil Service Web/Dept Time Entry, Faculty and Other Academics, Post Doc Resident Associates and Interns, and Resident groups, you will see the SURA Eligibility Worksheet page. Here, you indicate if the person is eligible for SURA retirement benefits.

- Indicate if the new hire is already receiving a retirement allowance from SURA. This field applies to persons retired from the University who are being rehired.
- Indicate if the new hire is a police or firefighter or will be in the new position.

Click the Continue button.

Part 4 – Review New Hire Information

For all Employee Groups, after you complete entry of the Employee Group information, the Create NESSIE New Hire Review page appears.

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 information is correct, click the Submit button ONCE to generate the logon.
The NESSIE New Hire Logon Confirmation page appears listing the new employee’s logon and password information.

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

Once the new 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.

**NOTE:** For new hires without a UIN in Banner, the Banner ID and Logon ID begin with the “@” symbol.

After completing this process, a UIN is generated in Banner for the new hire without the “@” symbol.

Click the Exit button to exit the application.