DART – Searching New Hire Status

To view the status of a new employee’s Benefits, HR, and Payroll forms, click the Search New Hire Status link on the Admin Transactions tab.

Enter information into one or more of the search criteria fields on this page to narrow your search.

- Enter the **UIN** to find a specific new hire.
- Enter a **First and/or Last Name** to find all new hires matching that name.
- Select a **COA (Chart of Accounts)** to find new hires from a specific campus.
- Enter the **Home Organization Code** to find new hires from your organization.
- Select a specific **Employee Group** to find only new hires within that group.
- Select the **Form Type** to view only the status of those forms.
- Select the **Form Status** to view only forms in that status.
- Select the **Display Order** in which to display the results.

Click the **Continue** button.

**NOTE**: Only records you have access to will be retrieved in the search.
When the search results appear, click the link for the new hire’s Employee Name to view their status.

**HINT**: To ensure you have chosen the correct person, verify if the hire date, org code and E-class are correct.

The new hire’s details appear on this page. From this page, you can:

- **Change the password** or reset the new hire’s NESSIE New Hire password.
- **View the status** of all NESSIE New Hire online forms for the new hire. The status indicates which forms the new hire has started, completed, and/or not started in NESSIE New Hire.
- **View the Employment Information Form** (EIF), if the new hire has completed the form.

**NOTE**: A system-generated email is sent to the unit as soon as the new hire has completed the EIF. The unit must verify if all the other required forms have been submitted to prevent further delay of the new hire being processed.

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

**WARNING**: The EIF is not the same as the job application. While the forms appear similar, they are processed differently. To update your application go to the UIHR Employment website: [https://hrnet.uihr.uiillinois.edu/panda-cf/application/newlogin.cfm?Employee=N&JobPostID=](https://hrnet.uihr.uiillinois.edu/panda-cf/application/newlogin.cfm?Employee=N&JobPostID=)