SYSTEM HUMAN RESOURCE SERVICES

New Hire

HR FRONT END TRAINING

HOW-TO GUIDE

Acknowledgements

Portions of this manual are based on Ellucian Banner System, Release 9.3.0.1.

Course Information

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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.

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
6	• Enter Job Data
7	• Review Employee Record View
8	• Transaction Routed and Applied to Banner

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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**.

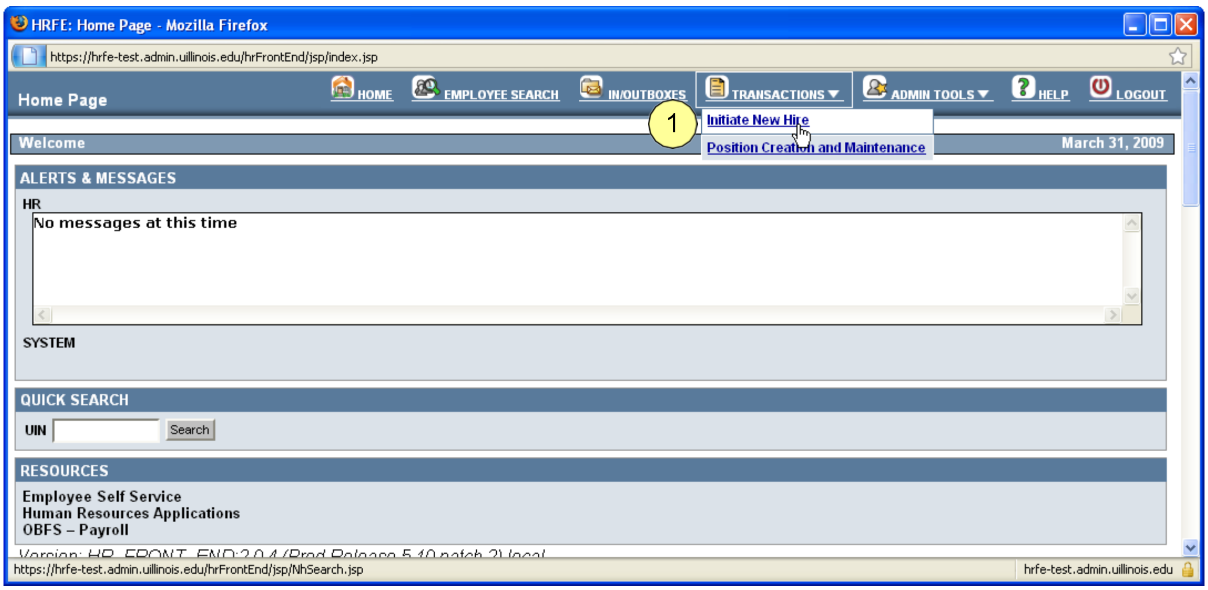

Figure 1: HR Front End Home Page

*The **Search Banner & iCard** screen of the wizard appears.*

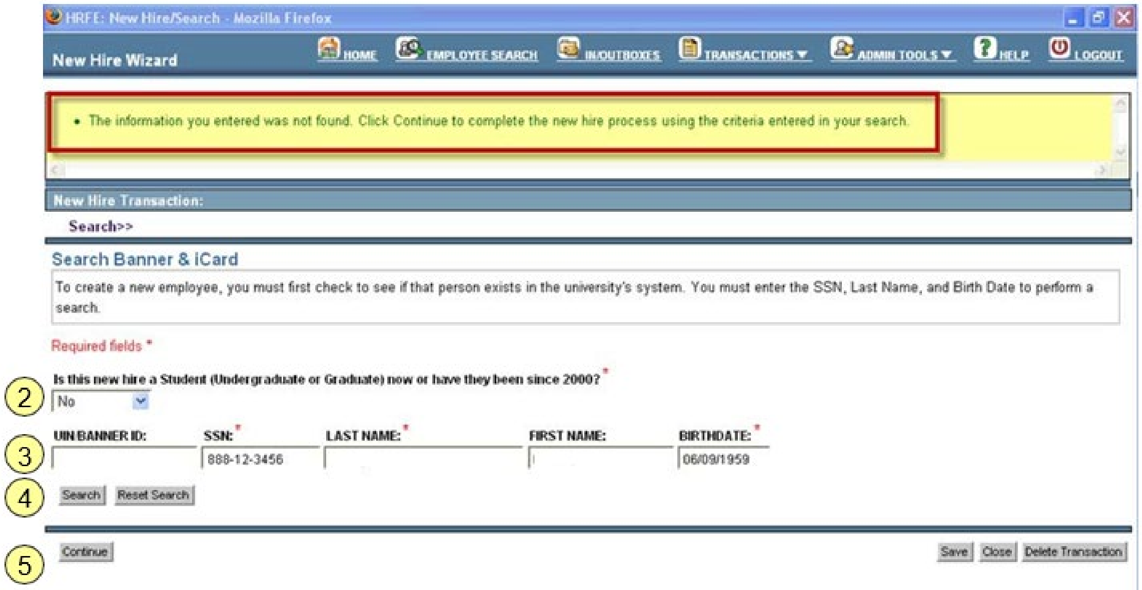

Figure 2: Search Banner & iCard screen

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*.

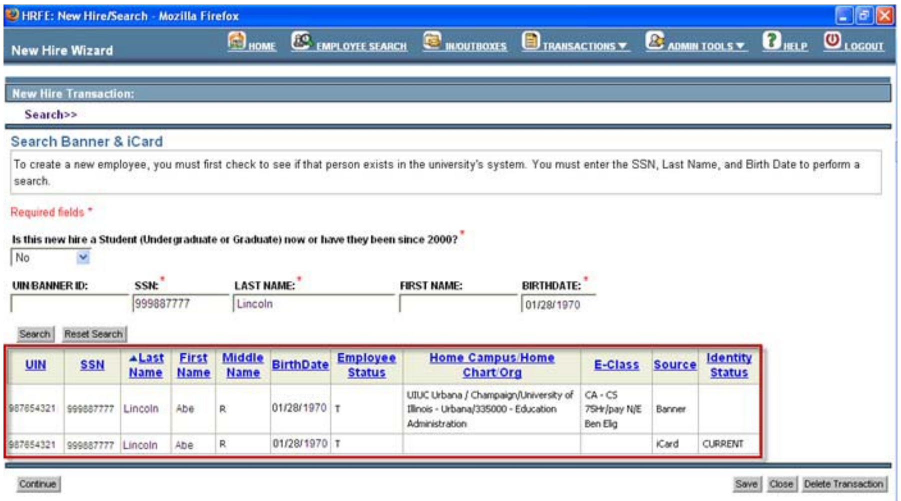

Figure 3: New Hire Search – Match with Terminated Record Found

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.

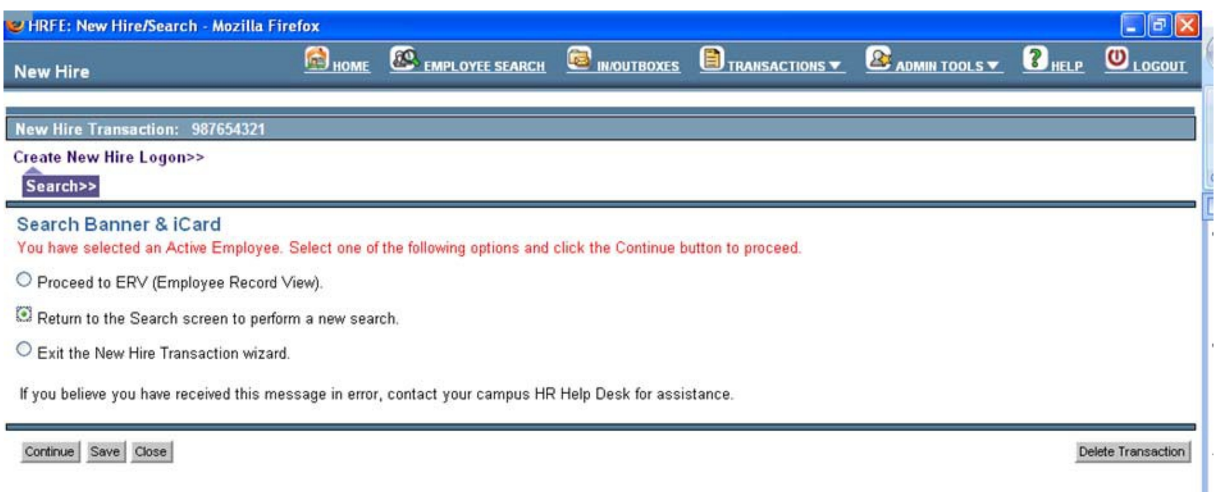

Figure 4: Active Employee screen

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.

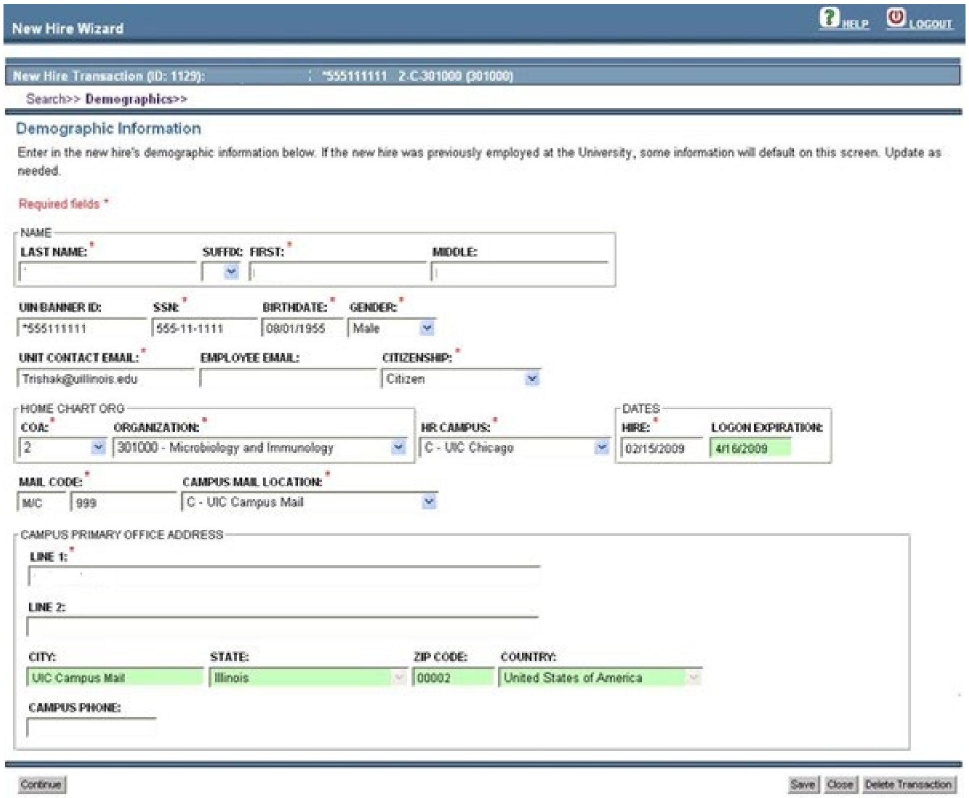

Figure 5: Demographics Information screen

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.*

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.

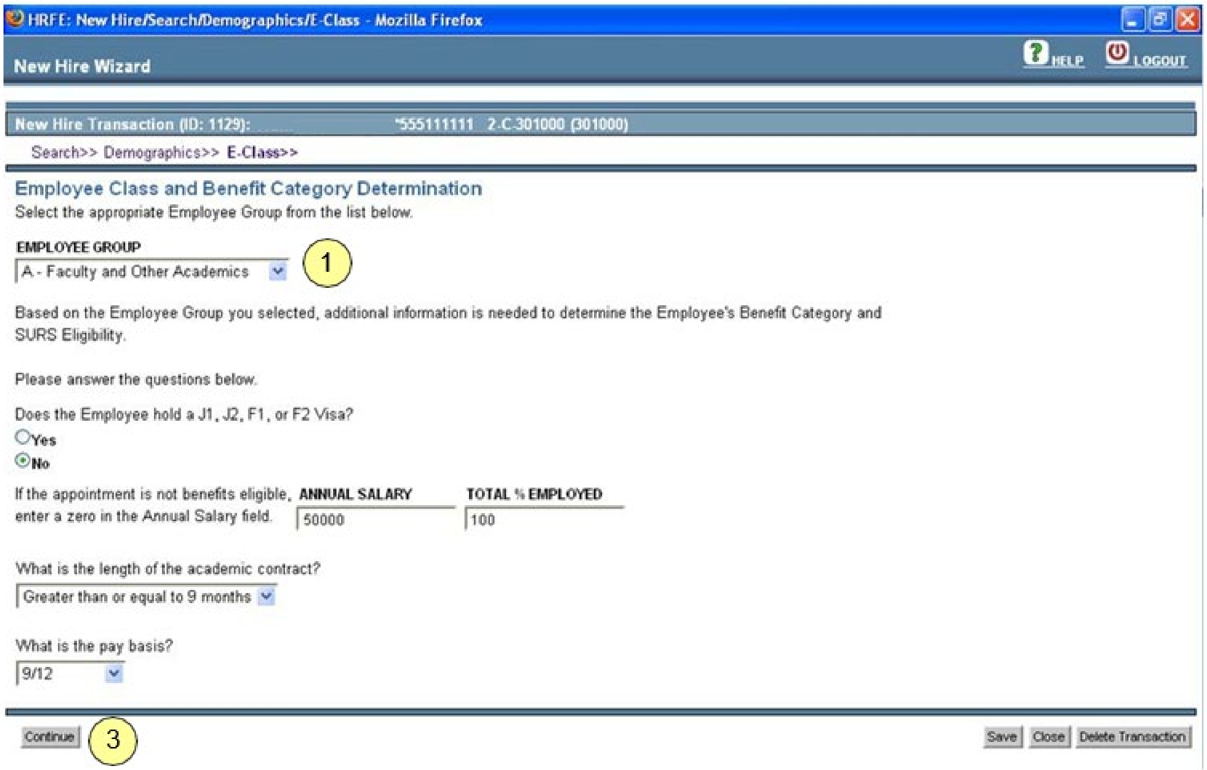

Figure 6: Employee Class and Benefit Category Determination screen example

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	• 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	• 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	• Is this position seasonal?
H – Academic Hourly & Grad Hourly	• Is the employee an Academic or a Grad Hourly?
S – Student T – Retiree / Annuitant U – Unpaid V -- Virtual	• 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.

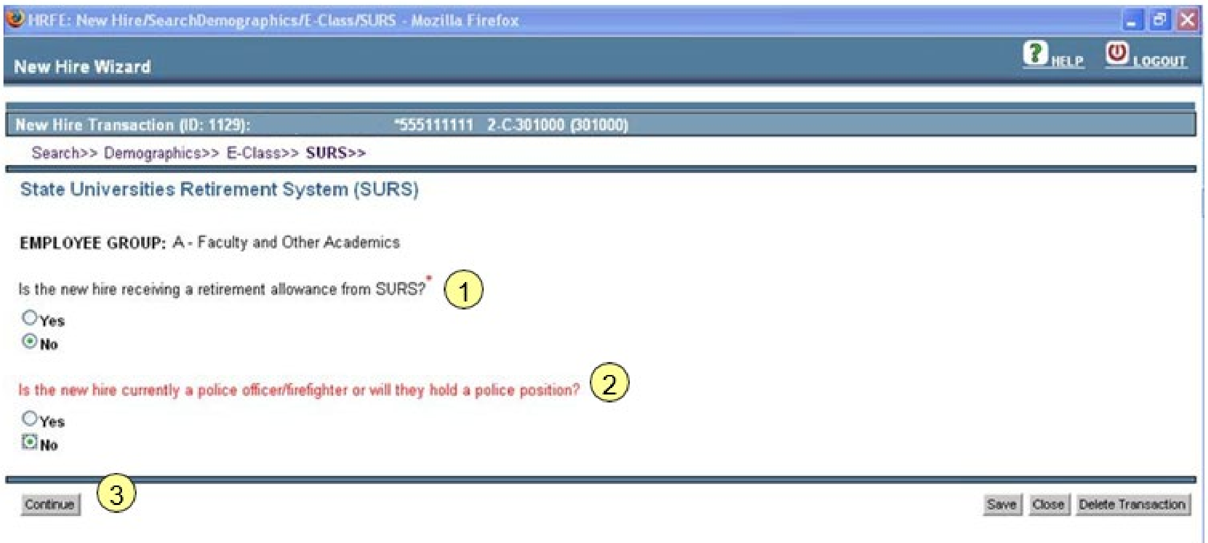

Figure 7: State Universities Retirement System (SURS) screen

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.

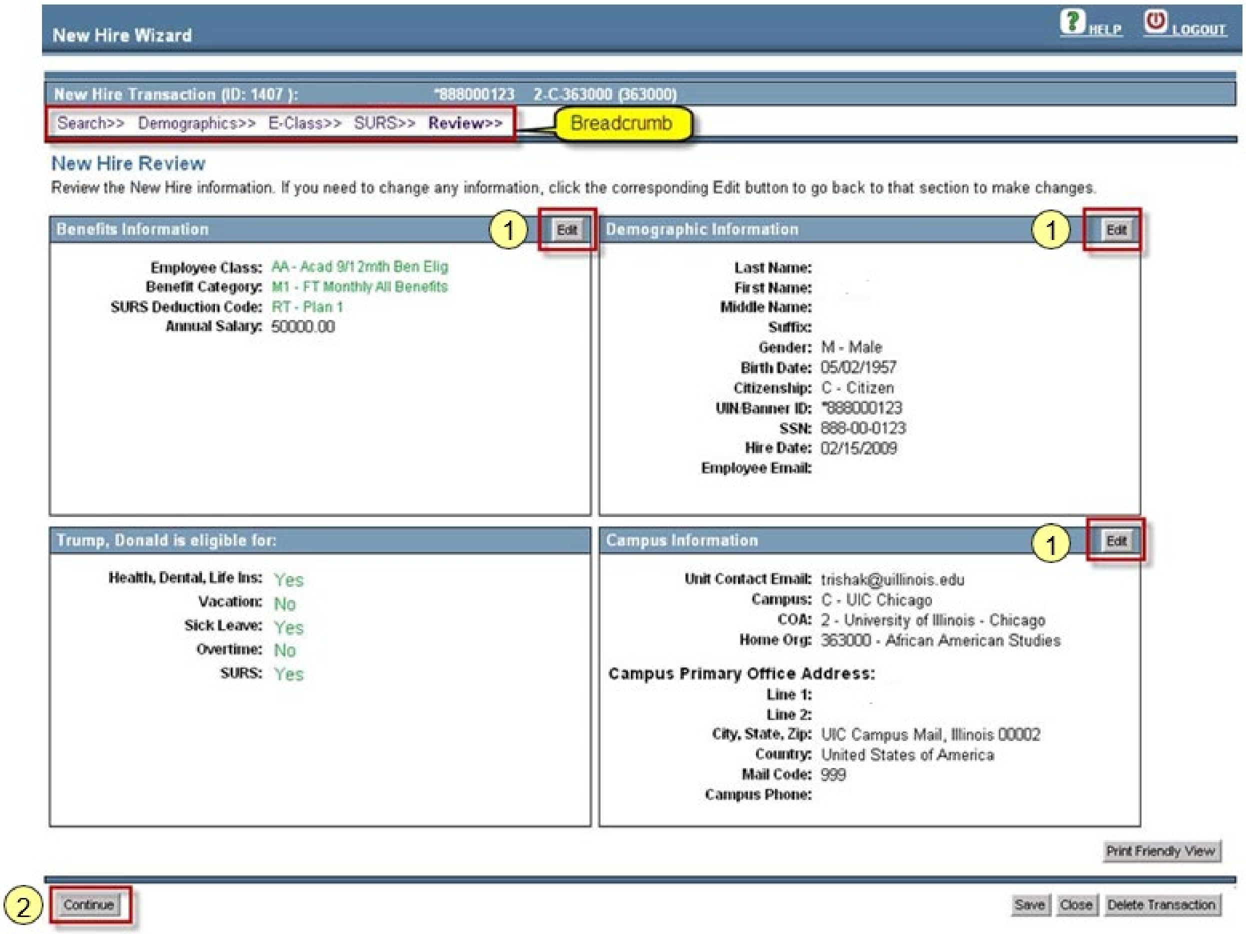

Figure 8: New Hire Review screen

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

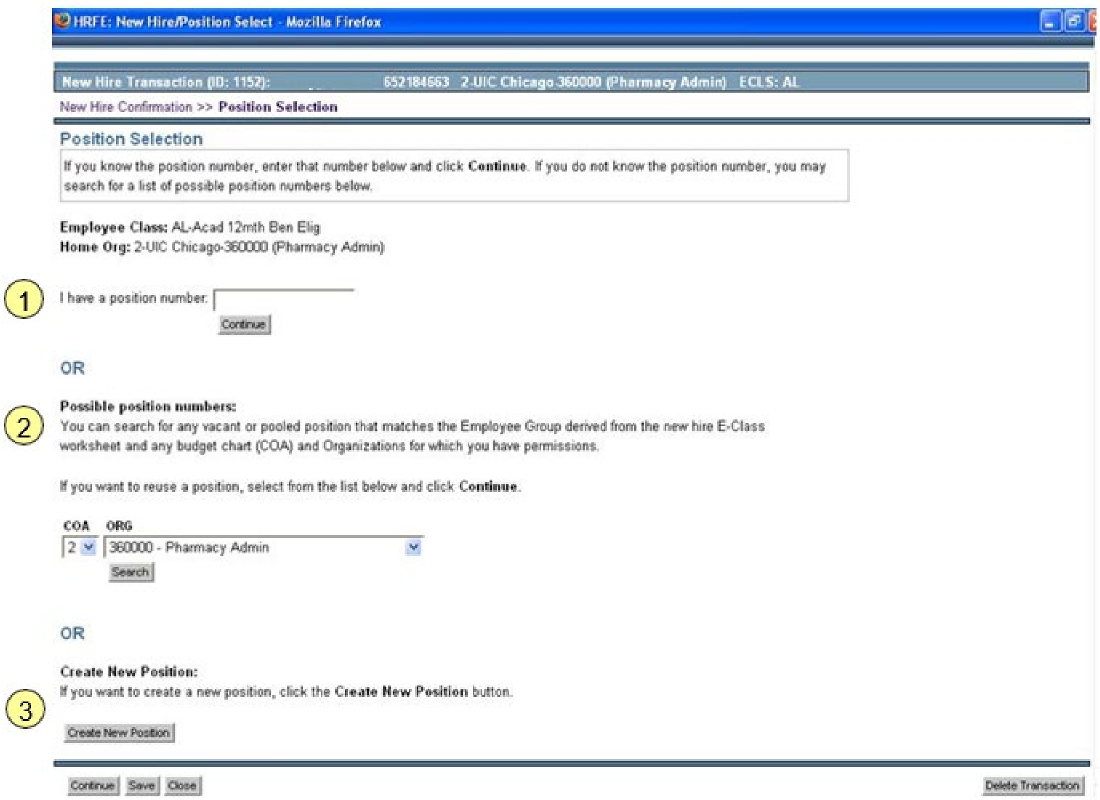

Figure 10: Position Selection screen

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 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.

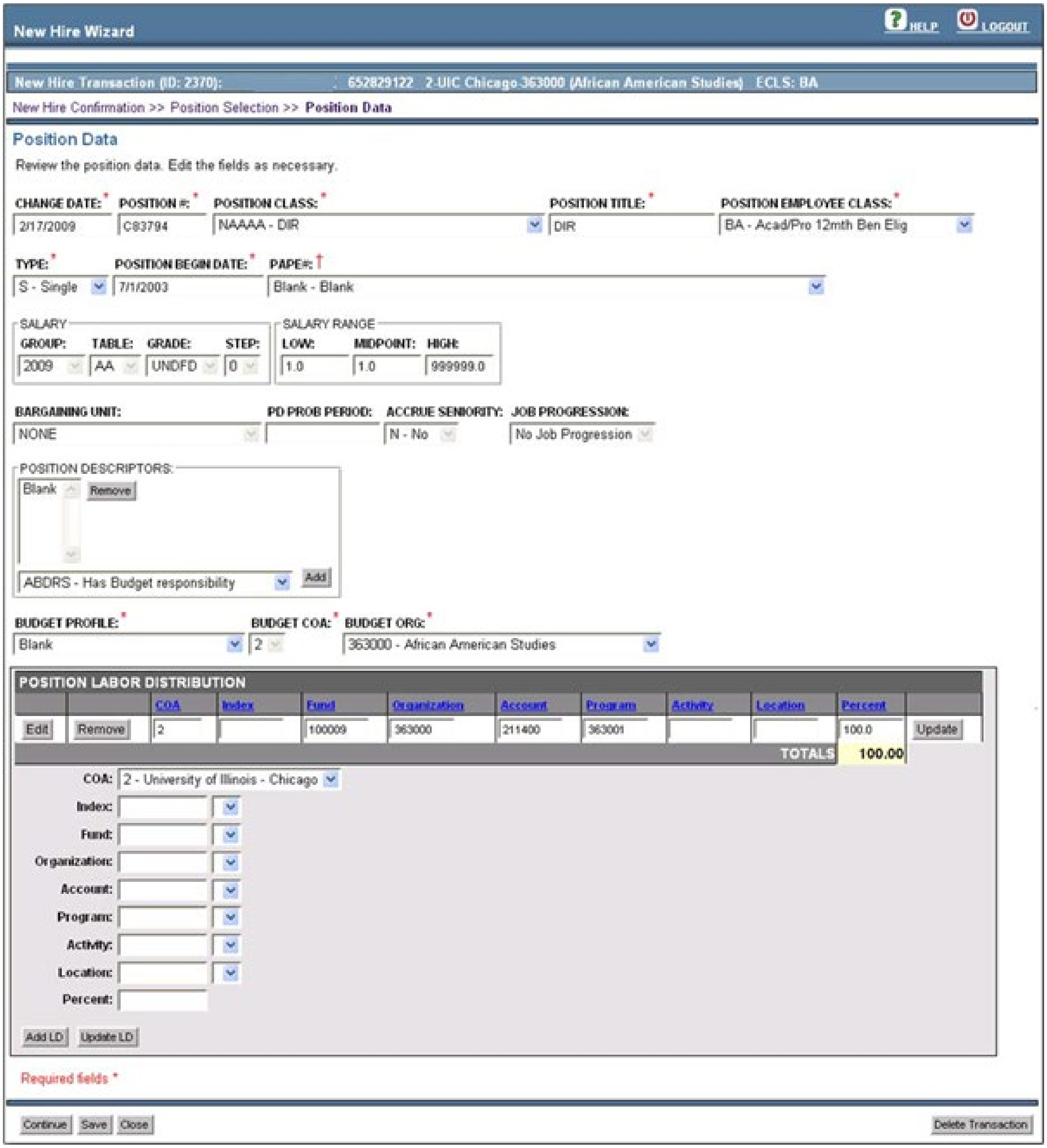

Figure 11: Position Data screen

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 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.

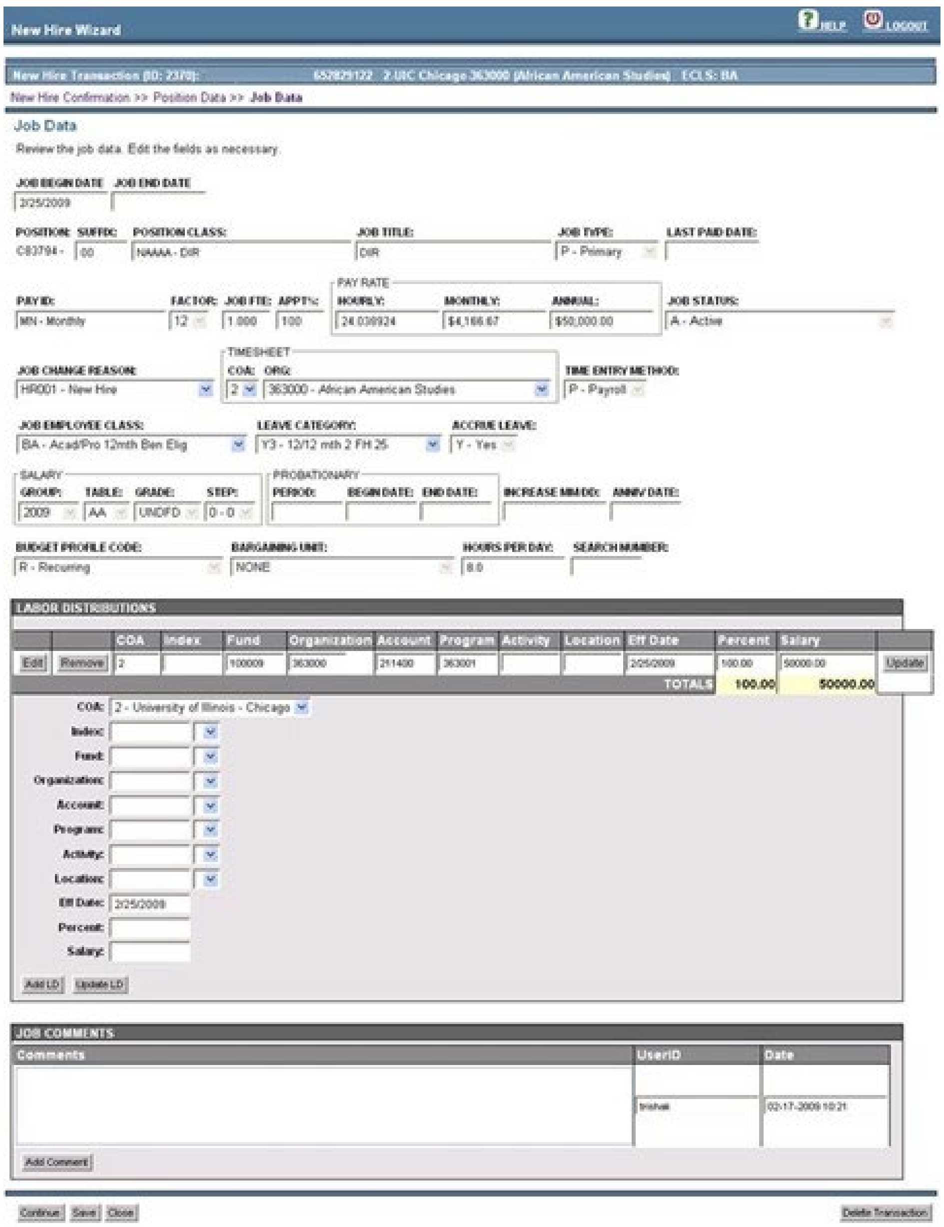

Figure 12: Job Data screen

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**.

   The Job Comment is saved.

3. Click **Continue**.

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

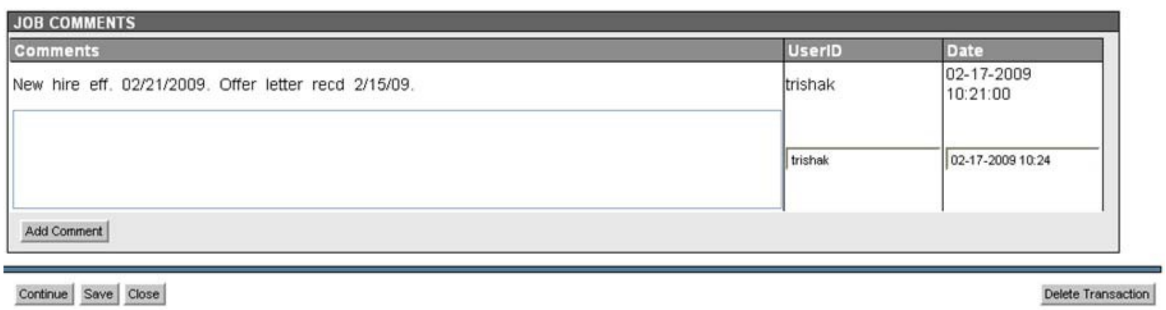

Figure 13: Adding Job Comments – Job Data screen

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.

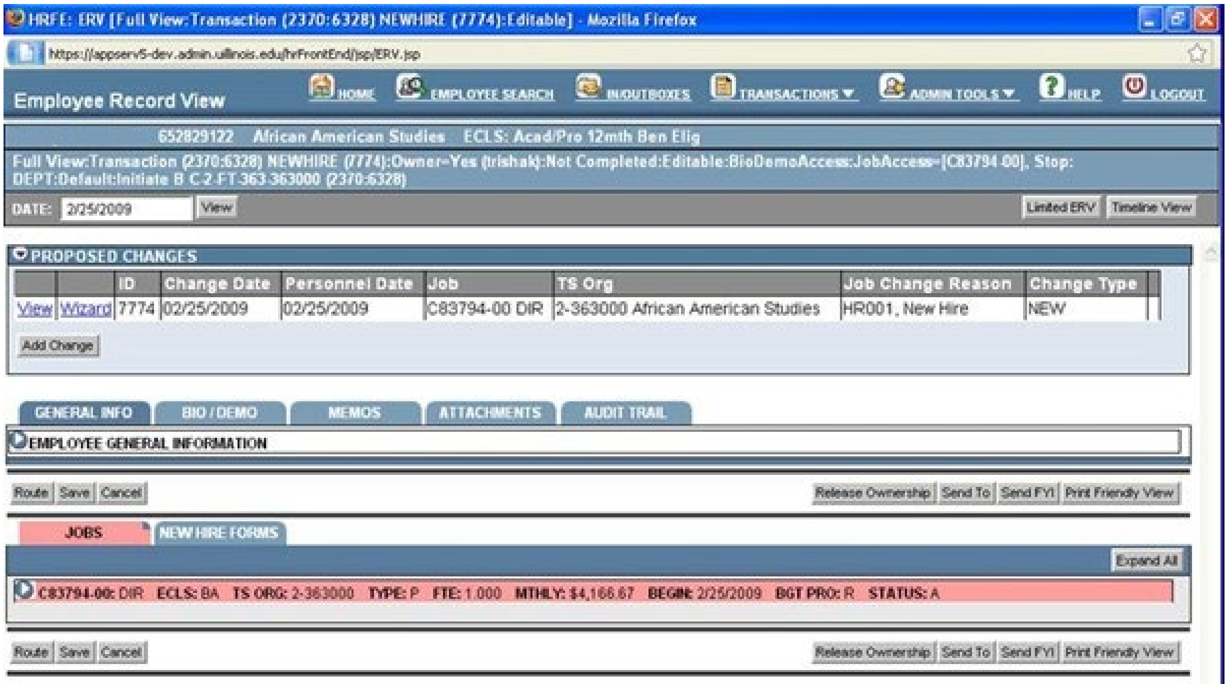

Figure 14: Employee Record View – New Hire Transaction

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.

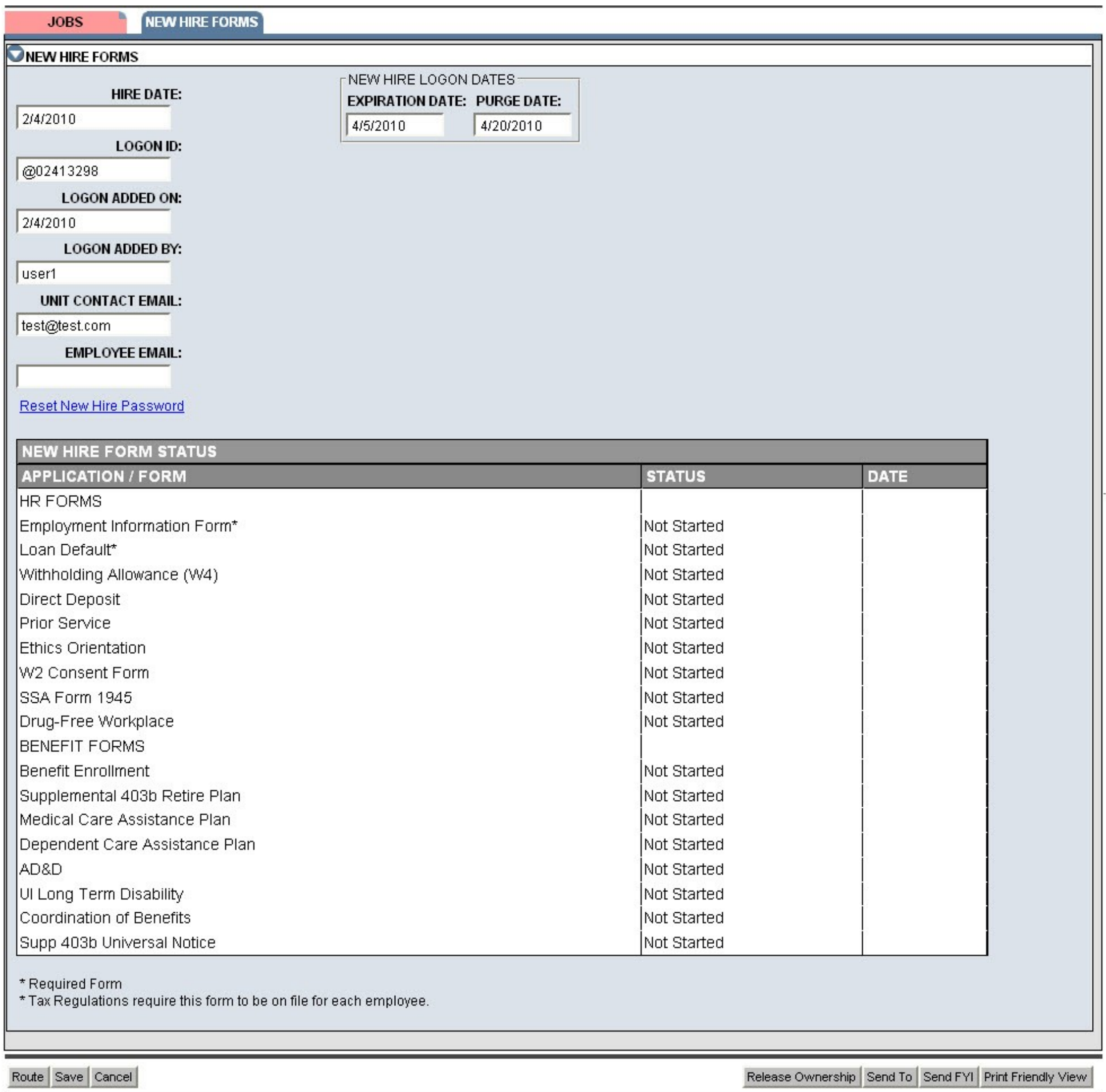

Figure 15: New Hire Forms screen

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.

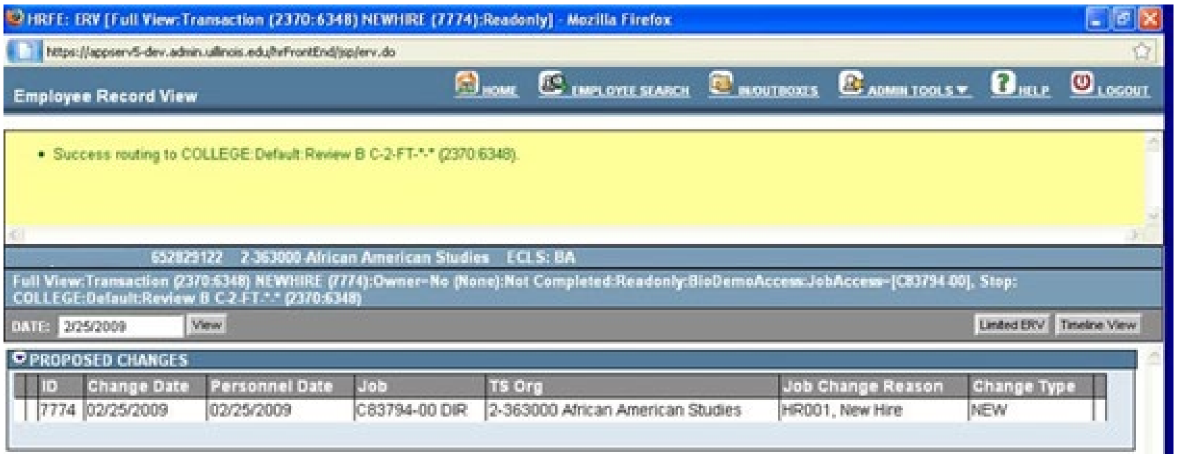

Figure 16: Success Routing Message – New Hire Transaction

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Appendix A: Screenshots from HRFE Video

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New Hire Transaction - HR Front End

INTRO - P.2/4

This course will help to equip you when you are working with New Hire transactions in the HR Front End Application.

CHAPTER	YOU WILL LEARN ABOUT
1 – Common Terminology	• Common Terminology • What a New Hire transaction is • New Hire Quick View
2 – Creating New Hire Logon	• How to initiate a New Hire transaction • How to search Banner and I Card • How to enter Demographic information • How to determine Employee Class and SURS eligibility • How to review • How to create a Nessie New Hire Logon
3 – Adding a Position	• How to select a Position • How to change/enter information on the Position Data screen
4 – Adding a Job	• How to select and Add a Job • How to enter a Job Comment
5 – Reviewing the New Hire in ERV	• How to review the transaction in the Employee Record View • About the Proposed Changes • About the New Hire Forms Tab • How to Route
6 – Course Review	• You will participate in activities that will assess your understanding of the content covered in this course

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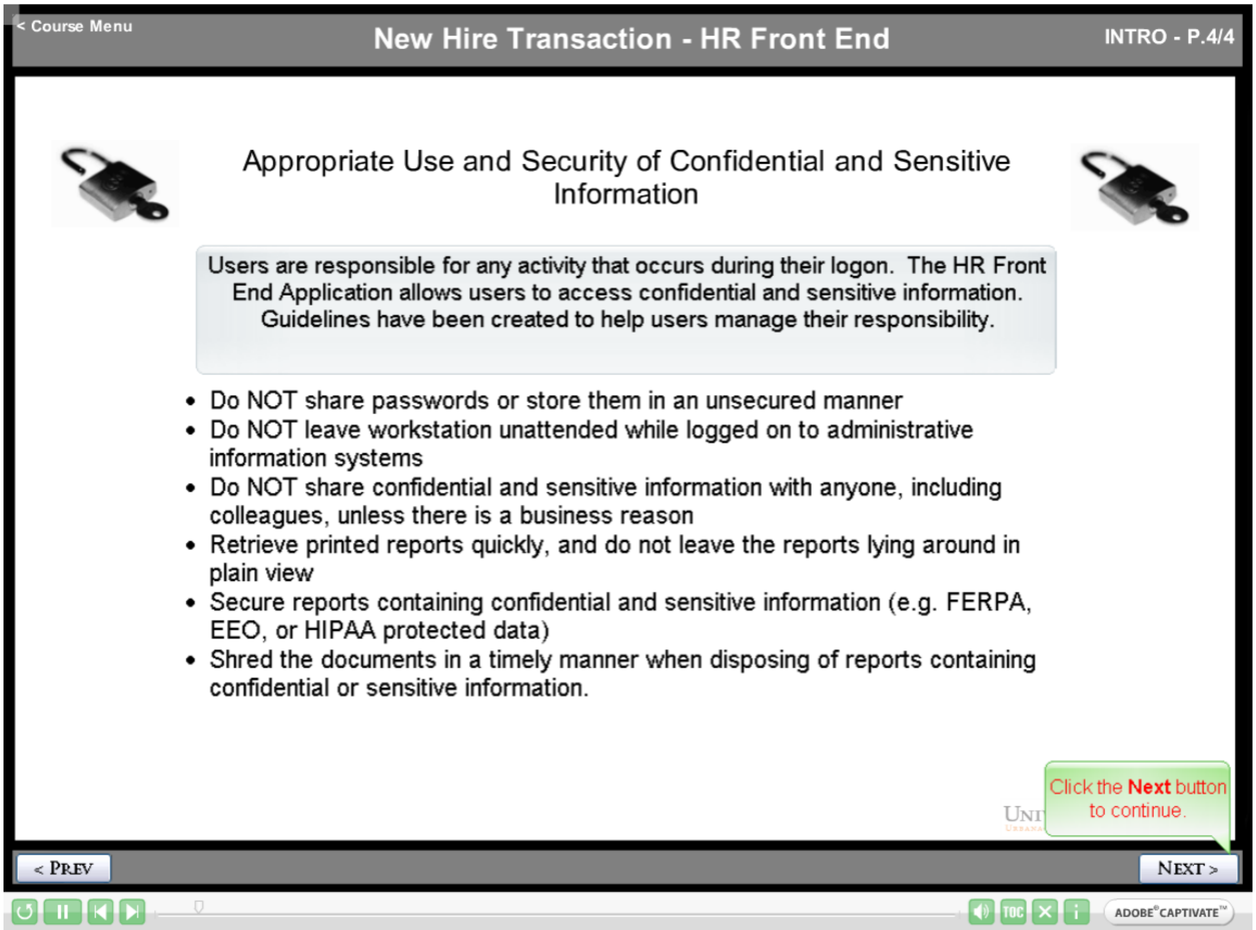
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New Hire Transaction - HR Front End
INTRO - P.4/4
Appropriate Use and Security of Confidential and Sensitive Information
Users are responsible for any activity that occurs during their logon. The HR Front End Application allows users to access confidential and sensitive information. Guidelines have been created to help users manage their responsibility.
• Do NOT share passwords or store them in an unsecured manner
• Do NOT leave workstation unattended while logged on to administrative information systems
• 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.
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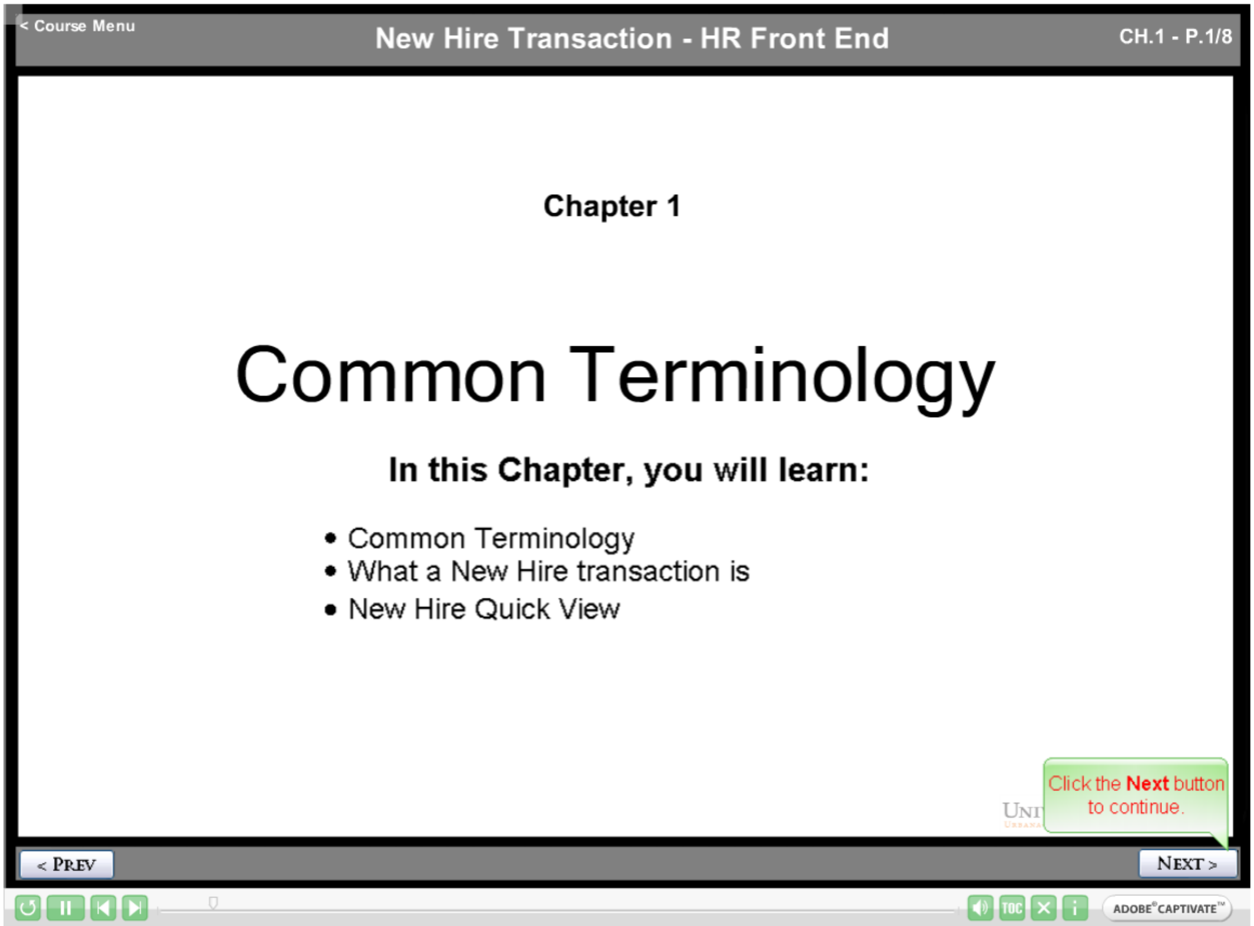
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New Hire Transaction - HR Front End
CH.1 - P.1/8
Chapter 1
Common Terminology
In this Chapter, you will learn:
• Common Terminology
• What a New Hire transaction is
• New Hire Quick View
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< Course Menu

New Hire Transaction - HR Front End

CH.1 - P.2/8

New Hire Wizard - Description of Roles & Terminology

Throughout this course, various terms will be used to describe the roles associated with processing New Hire transactions. The following screens provide you with terms and definitions that will be of assistance to you in this course.

ROLE	DESCRIPTION
New Hire	The person being added to the University System via the HR Front End New Hire transaction.
User	The person using the HR Front End Application to enter transaction information. Initiators, Routers, Appliers, and FYI'ers are the four types of users described in this course.
Initiator	The Unit/Department person that starts the transaction.
Router	A user who has the ability to make changes to the transaction/record, return the transaction/record, to the initiator or route the transaction/record horizontally or vertically.
Applier	A user who performs the final review, update and submission of the transaction/record.
FYI'er	A user receiving a copy of a transaction for informational purposes only.

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New Hire Transaction - HR Front End

CH.1 - P.3/8

New Hire Wizard - Description of Roles & Terminology Continued

TERM	DEFINITION	TERM	DEFINITION
Academic Hourly	Employees who provide professional or technical support on a temporary hourly basis. Minimum Education Requirement: Bachelors Degree. Pay Cycle: Bi-weekly	**Faculty and Other Academics**	Employees whose main focus may be teaching, research, and public engagement. Advanced degree required. Pay Cycle: Monthly. Faculty Examples: Professor, Associate Professor, Assistant Professor Other Academic Examples: Instructor, Lecturer
Academic Professional	Employees who serve in a professional capacity in the areas of administration, research and public engagement. Minimum of a Bachelors Degree required. Pay Cycle: Monthly. Examples: Director, Research Engineer, Communications Specialist	**Graduate Assistants and Pre-Doctoral Fellows**	Graduate Assistants are graduate students who are also employed in a research, teaching assistant, or other capacity. Pre-Doctoral Fellows are graduate studetns with a fellowship. Minimum Education Requirement: Bachelors Degree/Advanced Degree. Pay Cycle: Monthly. Examples: Graduate Assistant, Graduate Research Assistant, Graduate Teaching Assistant, Pre-Doc Fellow
Academic Unpaid	Official affiliates of the University. Minimum Education Requirement: Bachelors Degree. Pay Cycle: Monthly, but no compensation is involved.	**Graduate Hourly**	Graduate students who are employed in an hourly support role. This role does not entitle them to a tuition waiver. Minimum Education Requirement: Bachelors Degree. Pay Cycle: Bi-weekly
Civil Service	Employees hired under Civil Service rules and regulations who may serve in a professional or administrative support capacity. This group also includes the crafts and trade, office support, building and grounds, laboratory support, and a variety of other roles. Education Requirements vary by position. Pay Cycle: Bi-weekly. Examples: Accountant, Electrician, Staff Secretary, Building Service Worker	**Non-Exempt Employee**	Non-Exempt employees receive hourly wages and are subject to wage and hour laws, i.e. overtime pay.

Click the **Next** button to continue.

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New Hire Transaction - HR Front End

CH.1 - P.4/8

New Hire Wizard - Description of Roles & Terminology Continued

TERM	DEFINITION	TERM	DEFINITION
Civil Service Web/Department Time Entry	The employee's hours may be approved through a Web environment where the employee inputs their hours and it is routed to a supervisor for approval. With Department Time Entry a representative of the department enters hours worked, vacation, etc., based on signed paper time sheets.	**Post Docs and Interns**	Positions which provide the individual financially supported opportunities for research and clinical experience. Minimum Education Requirement: Advanced Degree. Pay Cycle: Monthly Examples: Post Doc Research Associate, Post Doc Fellows, Intern
Civil Service Time Report Feeder	Hours worked or benefits used are recorded in a system outside of Banner, such as Kronos. These hours are then fed directly into Banner.	**Residents**	Employees who are continuing their education/training after medical school to become doctors (in most instances). They are eligible for benefits depending on their visa status. Their leave accrual is determined by their contract. Therefore, when they separate, no accrued vacation is paid out. Minimum Education Requirement: Doctoral Degree. Pay Cycle: Monthly
Employee Group	The University has employees divided into groups, which are referred to as Employee Groups. The groups reflect the commonality of the hiring process, benefits eligibility, pay frequency, and other factors.	**Retirees**	Employees that have retired from the University, but have been re-hired. Some must be approved by the Board of Trustees to be re-hired for a specific project and timeframe.
Exempt Employee	Exempt employees are those who are exempt from certain wage and hour laws, i.e. overtime pay.	**Students**	Undergraduate students employed in a variety of roles as needed by campus units and departments. Financial support may be tied to Federal Work Study Program. Minimum Education Requirement: Must be an Undergraduate student. Pay Cycle: Bi-weekly
Extra Help	Provide clerical, technical, or other general/non-clerical support on a temporary hourly basis. Minimum Education Requirement varies by position. Pay Cycle: Bi-weekly		

Click the **Next** button to continue.

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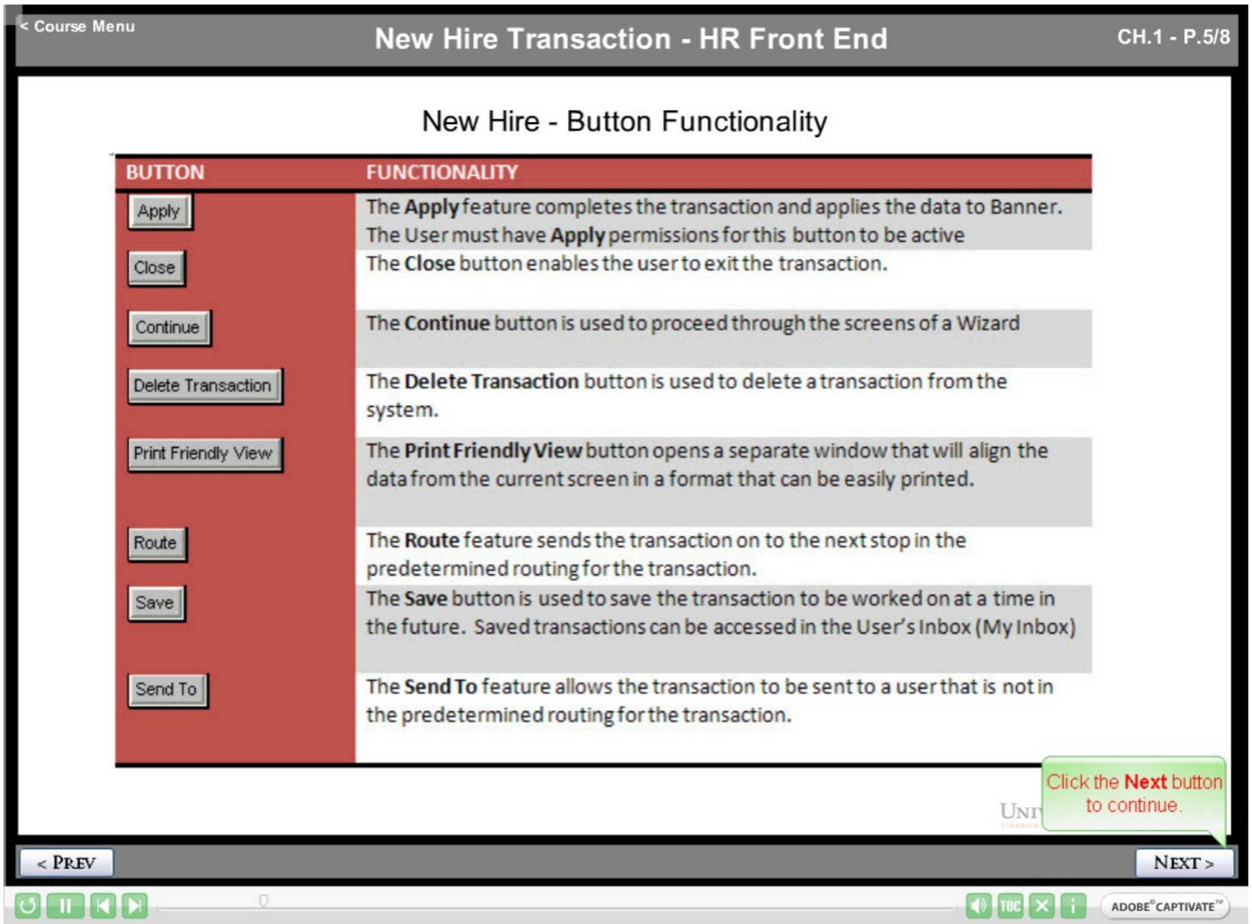

New Hire - Button Functionality

BUTTON	FUNCTIONALITY
Apply	The **Apply** feature completes the transaction and applies the data to Banner. The User must have **Apply** permissions for this button to be active
Close	The **Close** button enables the user to exit the transaction.
Continue	The **Continue** button is used to proceed through the screens of a Wizard
Delete Transaction	The **Delete Transaction** button is used to delete a transaction from the system.
Print Friendly View	The **Print Friendly View** button opens a separate window that will align the data from the current screen in a format that can be easily printed.
Route	The **Route** feature sends the transaction on to the next stop in the predetermined routing for the transaction.
Save	The **Save** button is used to save the transaction to be worked on at a time in the future. Saved transactions can be accessed in the User's Inbox (My Inbox)
Send To	The **Send To** feature allows the transaction to be sent to a user that is not in the predetermined routing for the transaction.

New Hire Wizard - E-Class Determination

Quick jump to E-Group Selection Page in Wizard

EMPLOYEE GROUP	DETERMINATION QUESTIONS
A – FACULTY B – ACADEMICS G - GRADS/PRE-DOC FELLOWS P - POST-DOC FELLOWS/RES ASSOC./INTERN R - RESIDENTS	1. Does the Employee hold a J1, J2, F1, or F2 Visa? 2. Annual Salary 3. Total % Employed 4. Length of Academic Contract 5. Service Begin and End Dates (Contracts less than 9 months) 6. Pay Basis (Contracts 9 months or greater) 7. Is the New Hire receiving a retirement allowance from SURS? 8. 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	1. Does the Employee hold a J1, J2, F1, or F2 Visa? 2. Annual Salary 3. Total % Employed 4. Work Week Hours 5. Status (Exempt or Non-Exempt) 6. Exempt Type (if Exempt) 7. Is this person a Flex year or Seasonal employee? 8. Non-work period begin and end dates (Flex year or Seasonal Employees only) 9. Is the New Hire receiving a retirement allowance from SURS? 10. Is the New Hire currently a police officer/firefighter or will they hold a police position
E – CIVIL SERVICE EXTRA HELP H – ACADEMIC HOURLY/ GRAD HOURLY	1. Is this position seasonal? 2. Is the employee an Academic or Grad Hourly?
S – STUDENTS T – RETIREE/ANNUITANT U – UNPAID V - VIRTUAL	No additional information required.

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New Hire Transaction - HR Front End

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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
6. Enter Job Data
7. Review Employee Record View
8. Transaction Routed and Applied to Banner

Click the **Next** button to continue.

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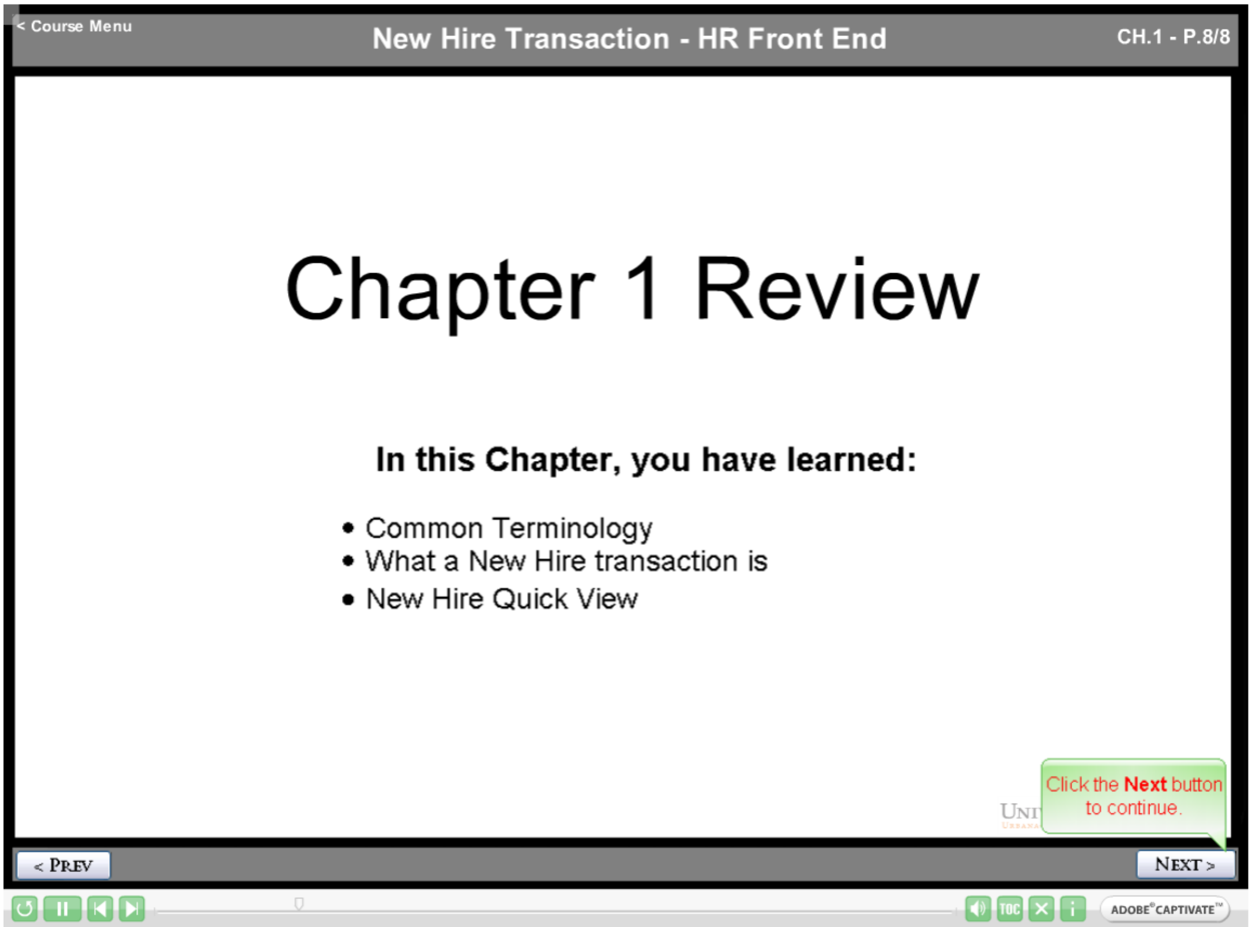
< Course Menu
New Hire Transaction - HR Front End
CH.1 - P.8/8
Chapter 1 Review
In this Chapter, you have learned:
• Common Terminology
• What a New Hire transaction is
• New Hire Quick View
Click the Next button to continue.
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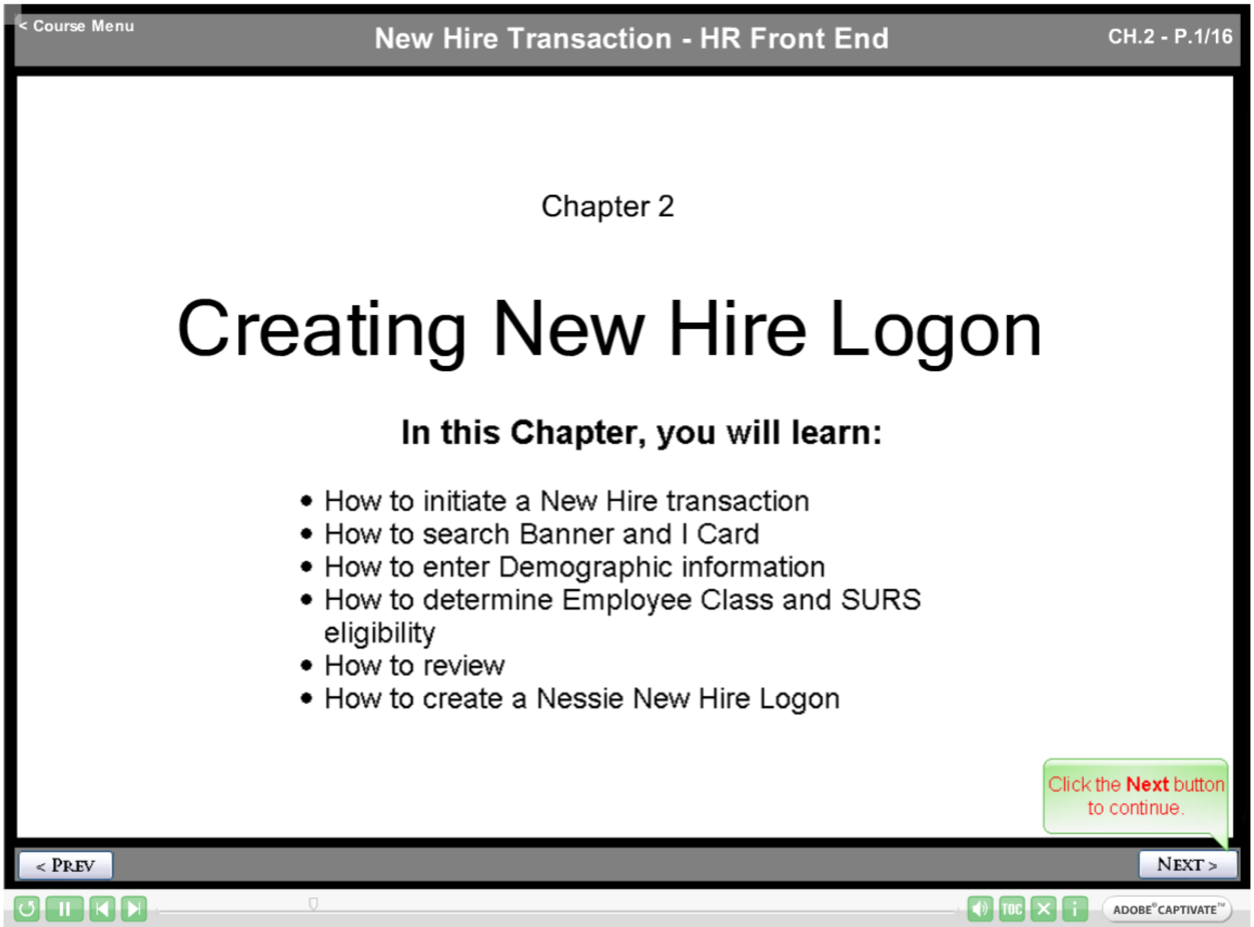
< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.1/16
Chapter 2
Creating New Hire Logon
In this Chapter, you will learn:
• How to initiate a New Hire transaction
• How to search Banner and I Card
• How to enter Demographic information
• How to determine Employee Class and SURS eligibility
• How to review
• How to create a Nessie New Hire Logon
Click the Next button to continue.
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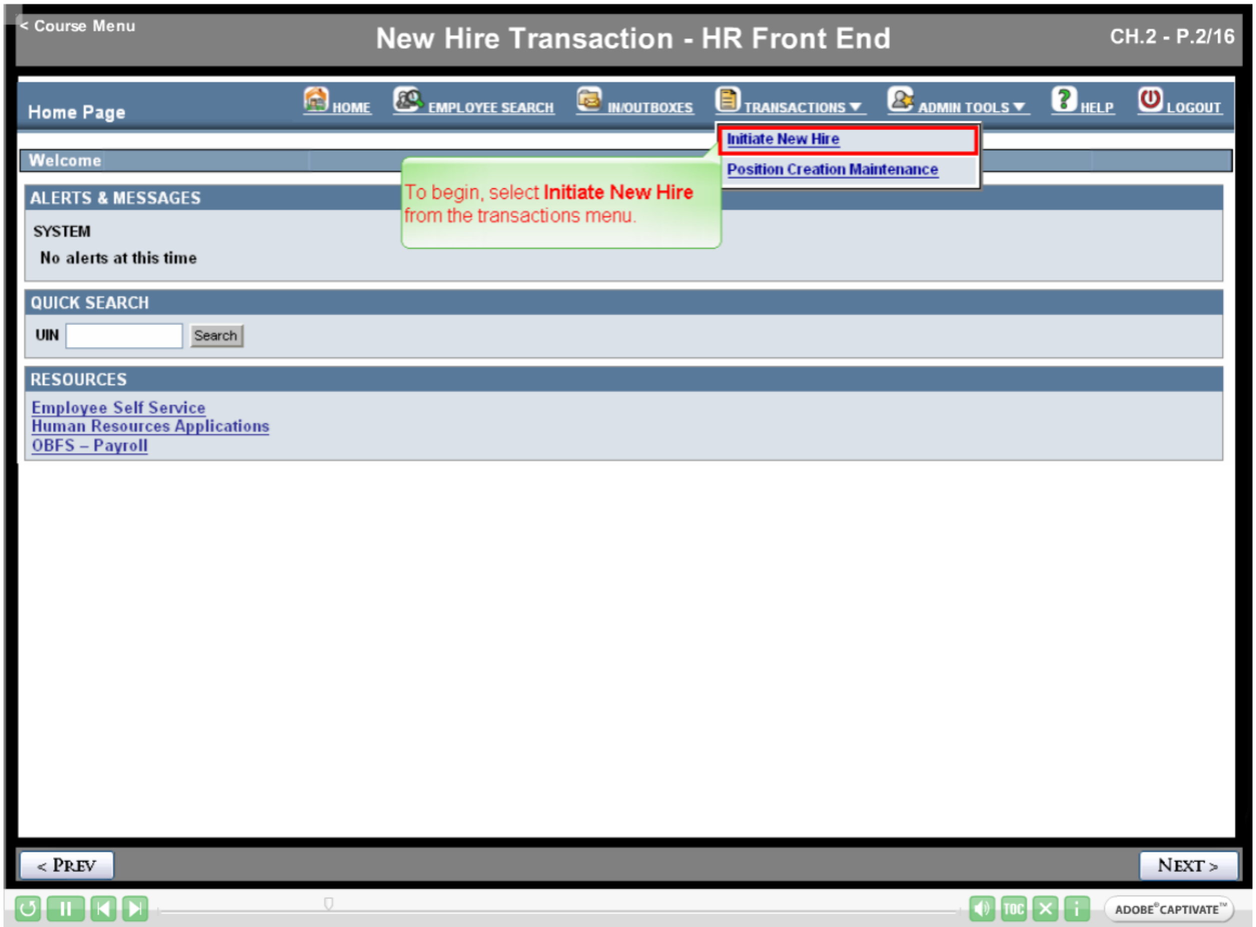

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Home Page
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Initiate New Hire
Position Creation Maintenance
Welcome
To begin, select Initiate New Hire from the transactions menu.
ALERTS & MESSAGES
SYSTEM
No alerts at this time
QUICK SEARCH
UIN
Search
RESOURCES
Employee Self Service
Human Resources Applications
OBFS – Payroll
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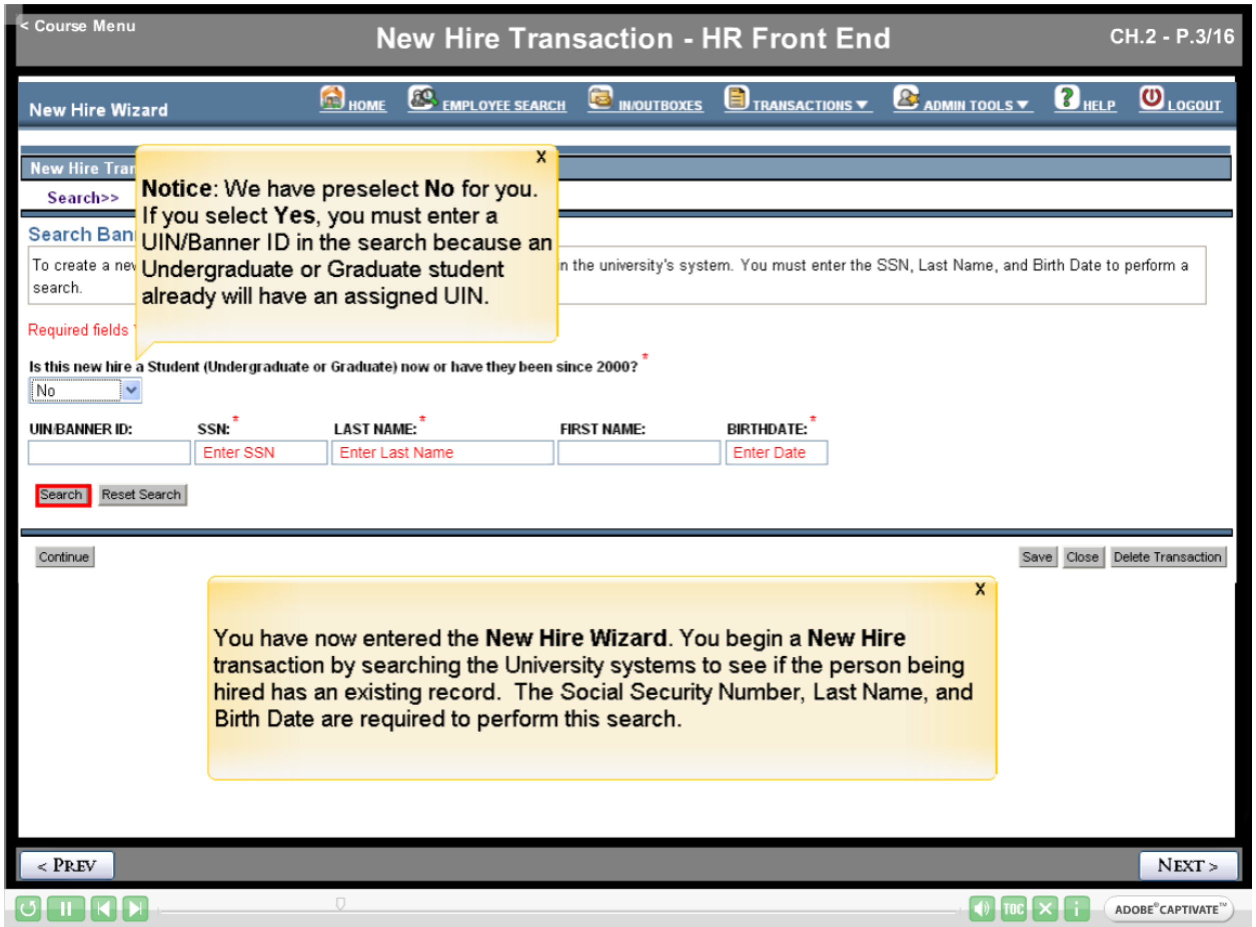

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New Hire Transaction - HR Front End
CH.2 - P.3/16
New Hire Wizard
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Notice: We have preselect No for you. If you select Yes, you must enter a UIN/Banner ID in the search because an Undergraduate or Graduate student already will have an assigned UIN.
n the university's system. You must enter the SSN, Last Name, and Birth Date to perform a search.
Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000?
No
UIN/BANNER ID:
SSN:
LAST NAME:
FIRST NAME:
BIRTHDATE:
Enter SSN
Enter Last Name
Enter Date
Search
Reset Search
Continue
Save
Close
Delete Transaction
You have now entered the New Hire Wizard. 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.
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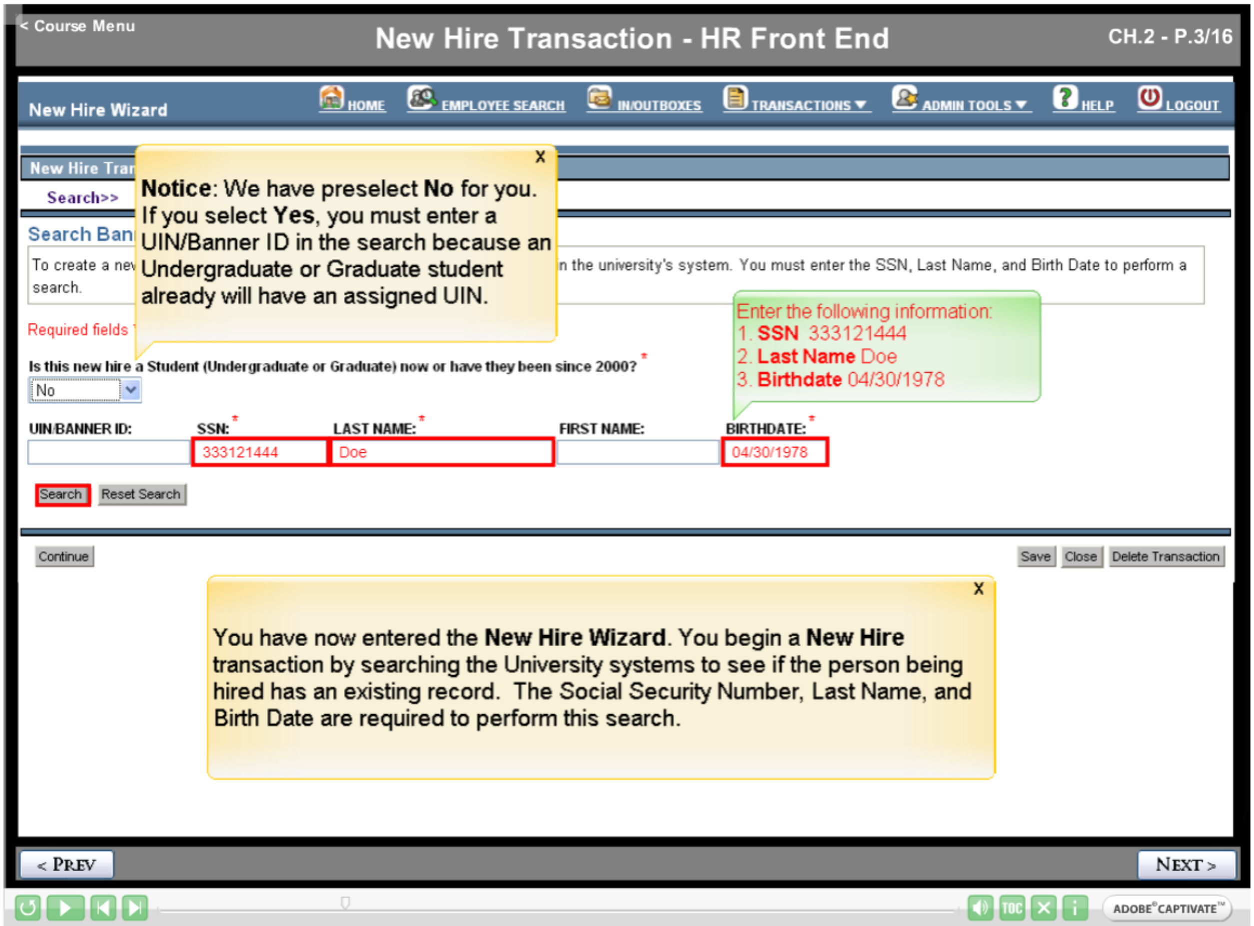

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CH.2 - P.3/16
New Hire Wizard
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Search>>
To create a new
n the university's system. You must enter the SSN, Last Name, and Birth Date to perform a search.
Required fields
Notice: We have preselect No for you. 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.
Enter the following information:
1. SSN 333121444
2. Last Name Doe
3. Birthdate 04/30/1978
Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000?
No
UIN/BANNER ID:
SSN:
LAST NAME:
FIRST NAME:
BIRTHDATE:
333121444
Doe
04/30/1978
Search
Reset Search
Continue
Save
Close
Delete Transaction
You have now entered the New Hire Wizard. 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.
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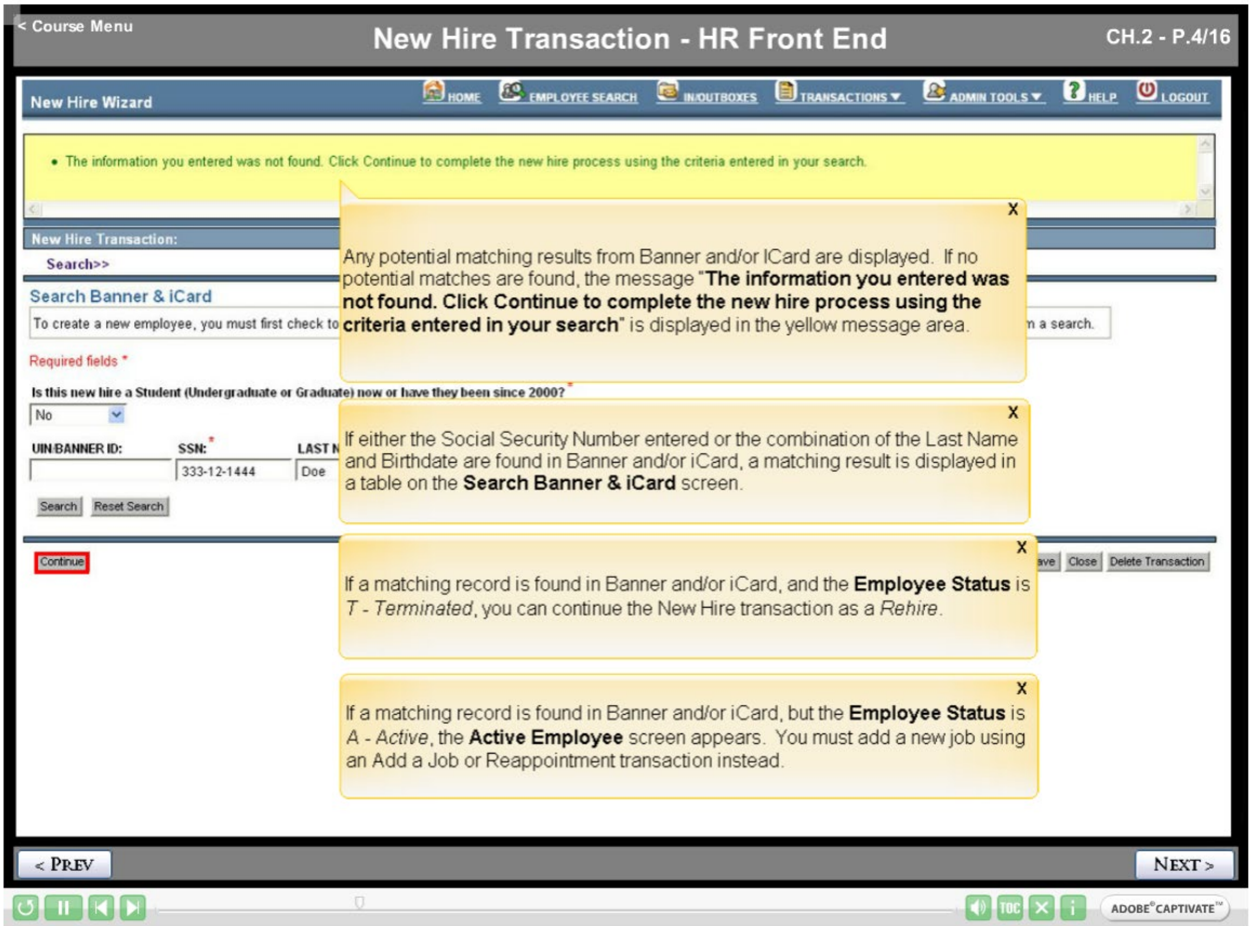

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New Hire Transaction - HR Front End
CH.2 - P.4/16
New Hire Wizard
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
The information you entered was not found. Click Continue to complete the new hire process using the criteria entered in your search.
New Hire Transaction:
Search>>
Search Banner & iCard
To create a new employee, you must first check to
n a search.
Required fields *
Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000?
No
UIN/BANNER ID:
SSN:
333-12-1444
Doe
Search
Reset Search
Continue
Close
Delete Transaction
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.
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 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.
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.
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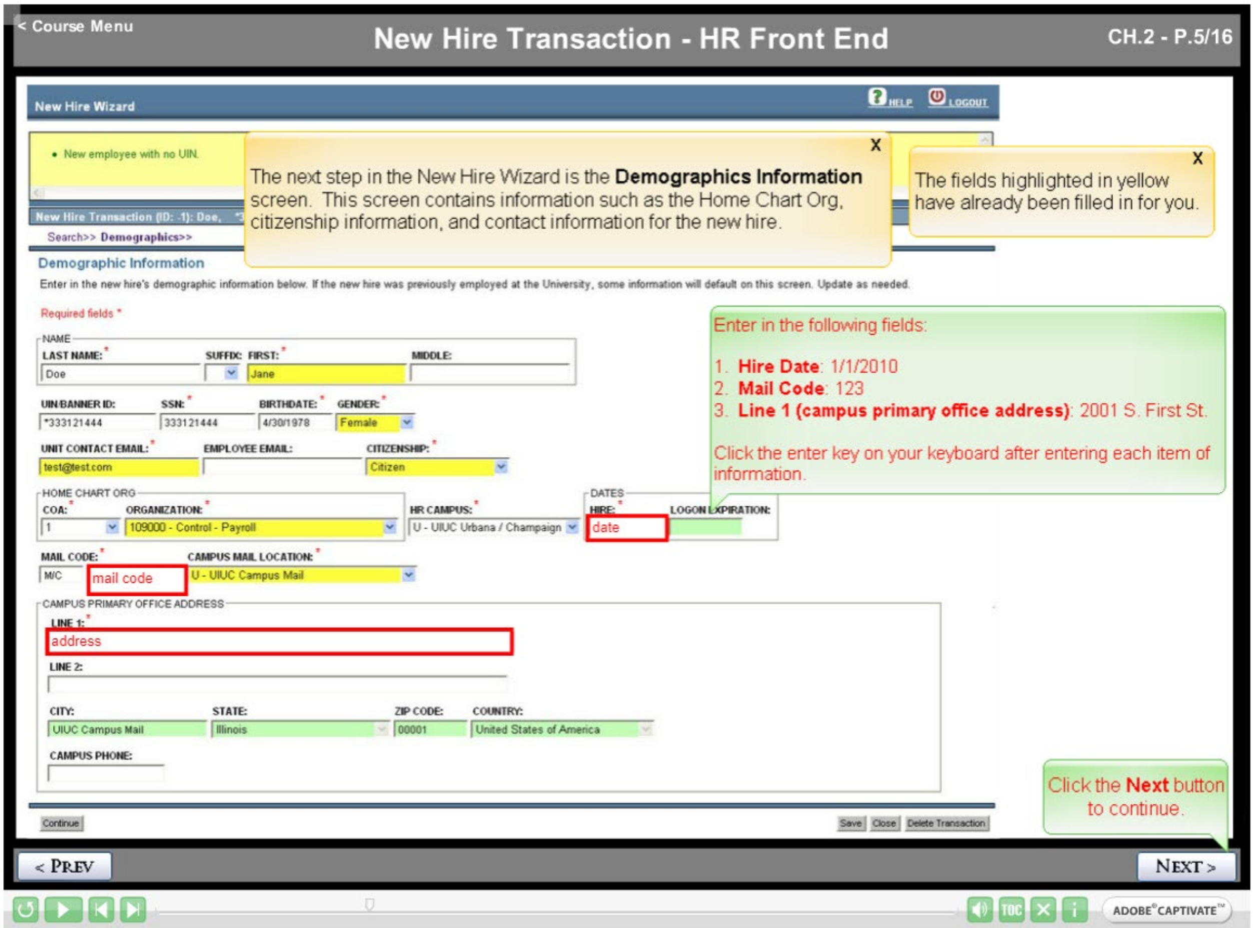
< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.5/16
New Hire Wizard
HELP
LOGOUT
New employee with no UIN.
The next step in the New Hire Wizard is the **Demographics Information** screen. This screen contains information such as the Home Chart Org, citizenship information, and contact information for the new hire.
The fields highlighted in yellow have already been filled in for you.
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:
Doe Jane
UIN/BANNER ID: SSN: * BIRTHDATE: * GENDER: *
*333121444 333121444 4/30/1978 Female
UNIT CONTACT EMAIL: * EMPLOYEE EMAIL: CITIZENSHIP: *
test@test.com Citizen
HOME CHART ORG
COA: * ORGANIZATION: * HR CAMPUS: *
1 109000 - Control - Payroll U - UIUC Urbana / Champaign
DATES
HIRE: * LOGON EXPIRATION:
date
MAIL CODE: * CAMPUS MAIL LOCATION: *
M/C mail code U - UIUC Campus Mail
CAMPUS PRIMARY OFFICE ADDRESS
LINE 1: *
address
LINE 2:
CITY: STATE: ZIP CODE: COUNTRY:
UIUC Campus Mail Illinois 00001 United States of America
CAMPUS PHONE:
Enter in the following fields:
1. **Hire Date**: 1/1/2010
2. **Mail Code**: 123
3. **Line 1 (campus primary office address)**: 2001 S. First St.
Click the enter key on your keyboard after entering each item of information.
Click the **Next** button to continue.
Continue
Save Close Delete Transaction
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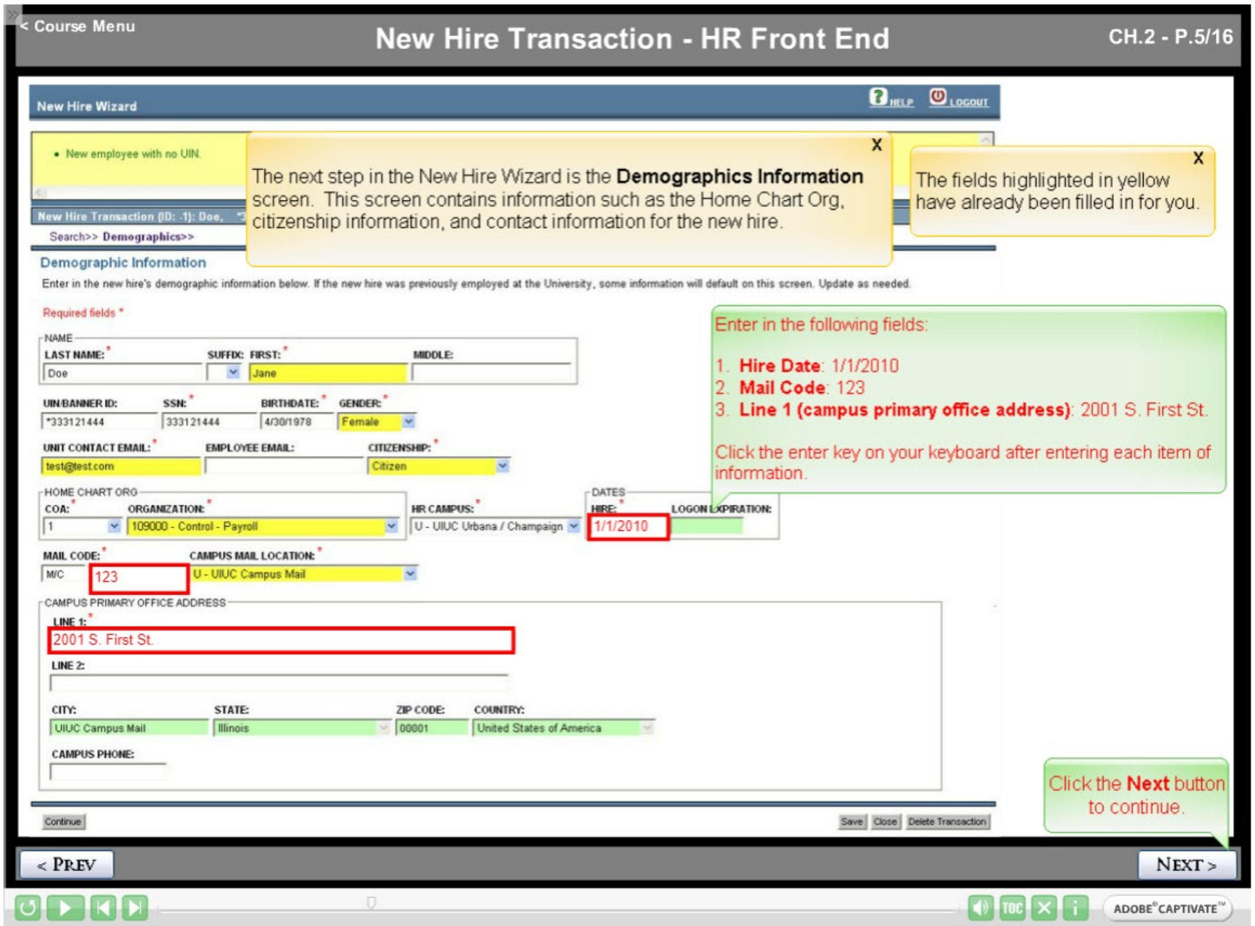

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New Hire Transaction - HR Front End
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New Hire Wizard
The next step in the New Hire Wizard is the **Demographics Information** screen. This screen contains information such as the Home Chart Org, citizenship information, and contact information for the new hire.
The fields highlighted in yellow have already been filled in for you.
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 *
Enter in the following fields:
1. **Hire Date**: 1/1/2010
2. **Mail Code**: 123
3. **Line 1 (campus primary office address)**: 2001 S. First St.
Click the enter key on your keyboard after entering each item of information.
Click the **Next** button to continue.
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New Hire Wizard - Demographics Screen Fields

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.

Click the **Next** button to continue.

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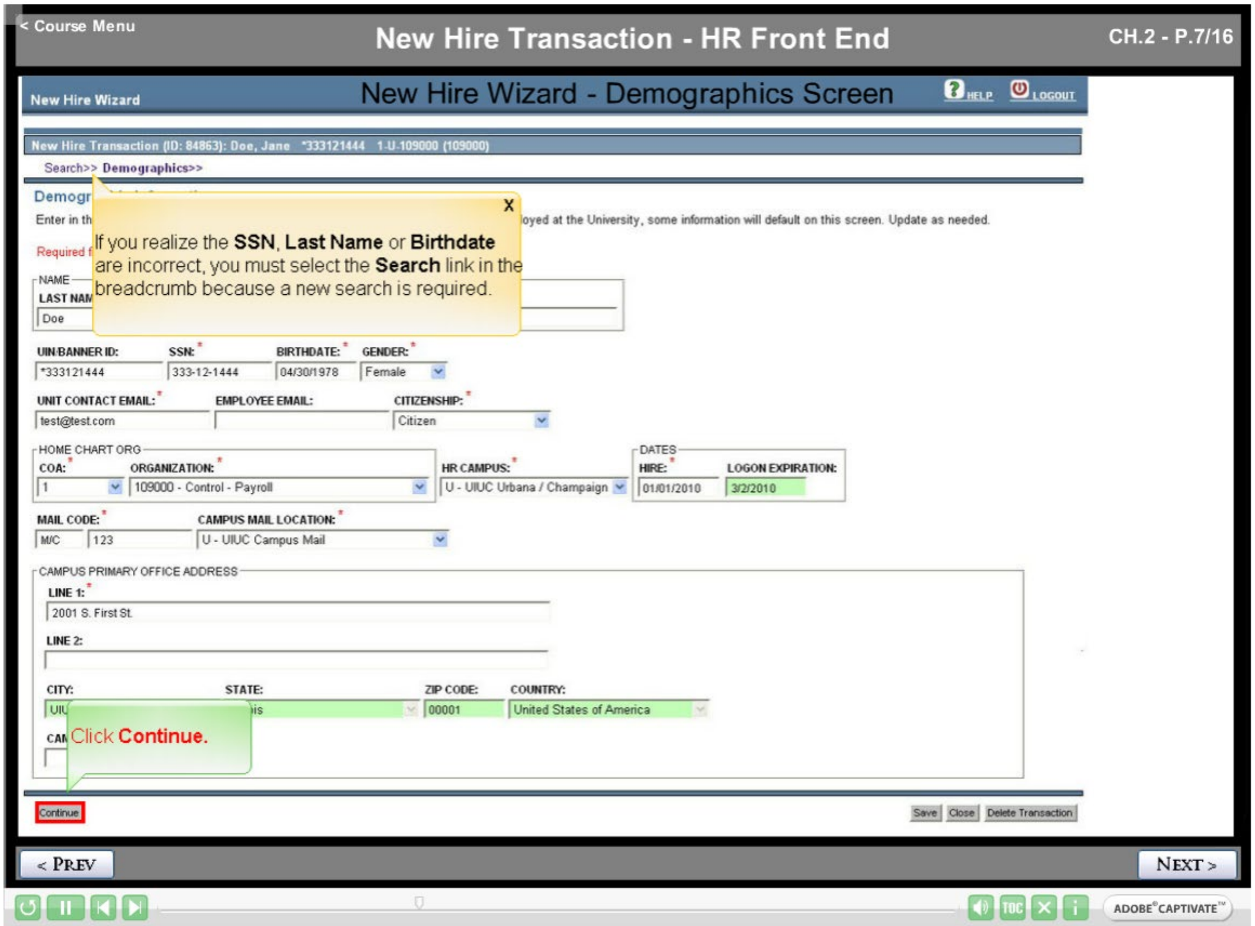

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CH.2 - P.7/16
New Hire Wizard
New Hire Wizard - Demographics Screen
HELP
LOGOUT
New Hire Transaction (ID: 84863): Doe, Jane *333121444 1-U-109000 (109000)
Search>> Demographics>>
If you realize the SSN, Last Name or Birthdate are incorrect, you must select the Search link in the breadcrumb because a new search is required.
loyed at the University, some information will default on this screen. Update as needed.
UIN/BANNER ID: *333121444
SSN: 333-12-1444
BIRTHDATE: 04/30/1978
GENDER: Female
UNIT CONTACT EMAIL: test@test.com
EMPLOYEE EMAIL:
CITIZENSHIP: Citizen
HOME CHART ORG
COA: 1
ORGANIZATION: 109000 - Control - Payroll
HR CAMPUS: U - UIUC Urbana / Champaign
DATES
HIRE: 01/01/2010
LOGON EXPIRATION: 3/2/2010
MAIL CODE: M/C 123
CAMPUS MAIL LOCATION: U - UIUC Campus Mail
CAMPUS PRIMARY OFFICE ADDRESS
LINE 1: 2001 S. First St.
LINE 2:
CITY:
STATE:
ZIP CODE: 00001
COUNTRY: United States of America
Click Continue.
Continue
Save
Close
Delete Transaction
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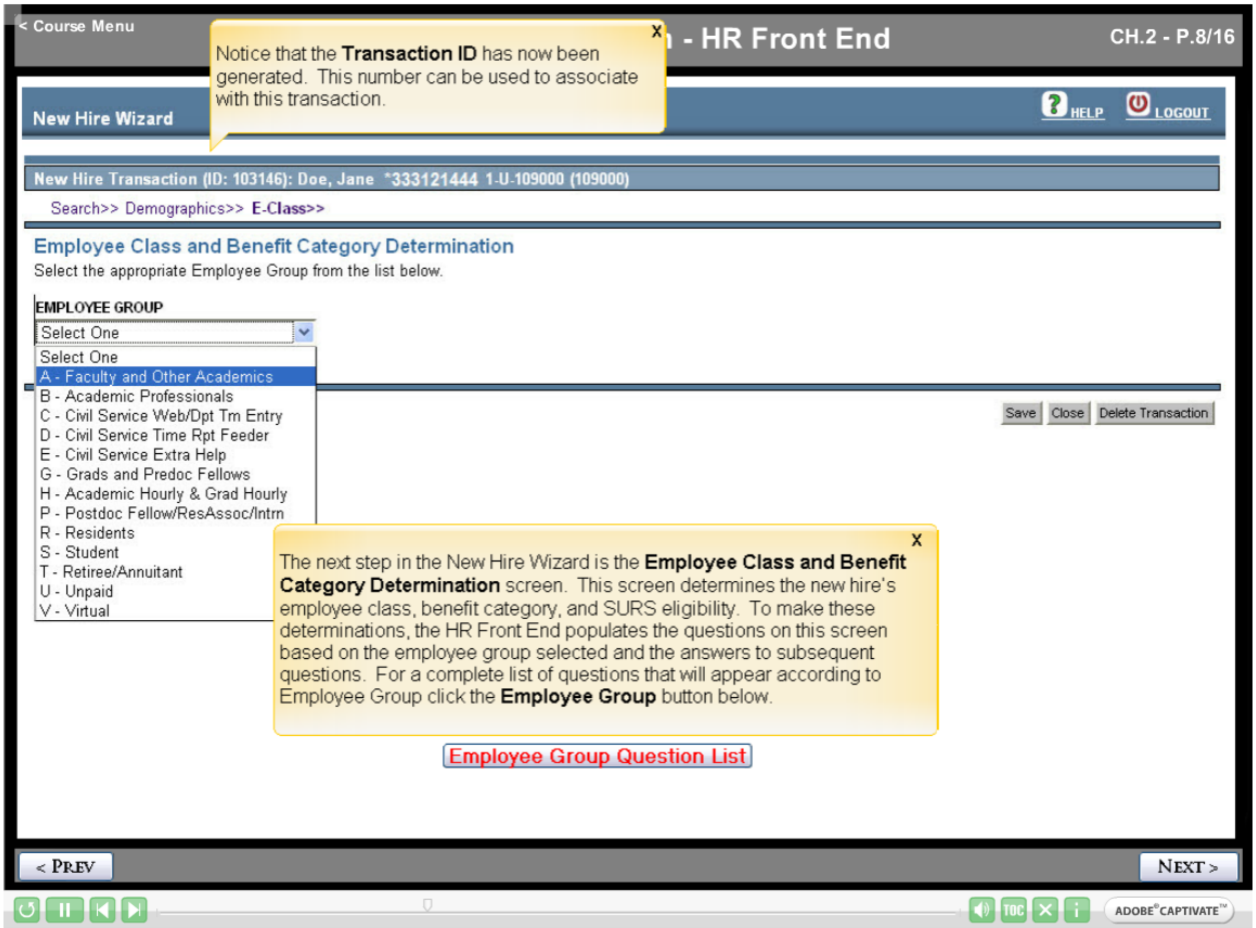

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- HR Front End
CH.2 - P.8/16
Notice that the **Transaction ID** has now been generated. This number can be used to associate with this transaction.
New Hire Wizard
HELP
LOGOUT
New Hire Transaction (ID: 103146): Doe, Jane *333121444 1-U-109000 (109000)
Search>> Demographics>> E-Class>>
Employee Class and Benefit Category Determination
Select the appropriate Employee Group from the list below.
EMPLOYEE GROUP
Select One
Select One
A - Faculty and Other Academics
B - Academic Professionals
C - Civil Service Web/Dpt Tm Entry
D - Civil Service Time Rpt Feeder
E - Civil Service Extra Help
G - Grads and Predoc Fellows
H - Academic Hourly & Grad Hourly
P - Postdoc Fellow/ResAssoc/Intrn
R - Residents
S - Student
T - Retiree/Annuitant
U - Unpaid
V - Virtual
Save
Close
Delete Transaction
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. For a complete list of questions that will appear according to Employee Group click the **Employee Group** button below.
Employee Group Question List
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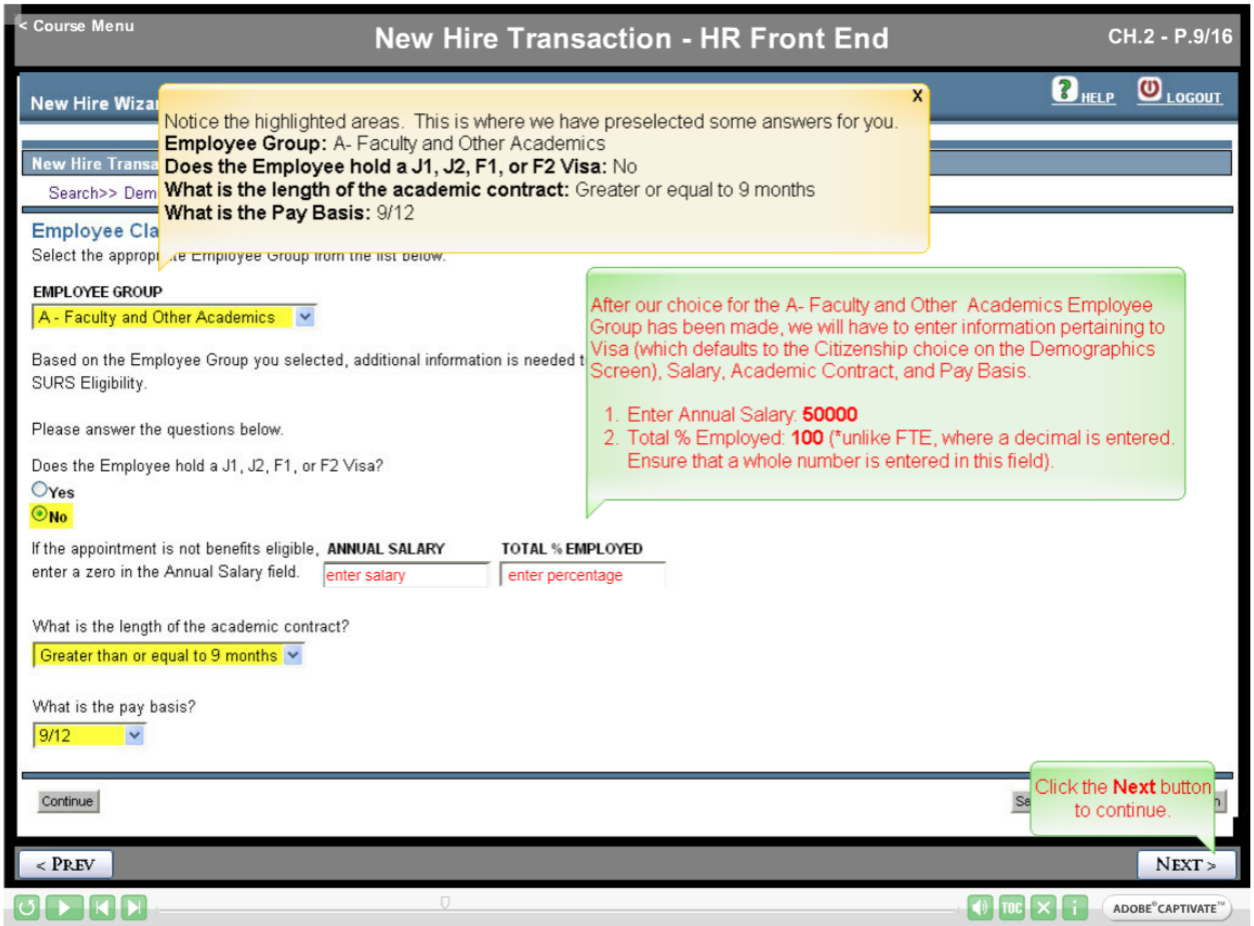

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New Hire Transaction - HR Front End
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HELP
LOGOUT
Notice the highlighted areas. This is where we have preselected some answers for you.
Employee Group: A- Faculty and Other Academics
Does the Employee hold a J1, J2, F1, or F2 Visa: No
What is the length of the academic contract: Greater or equal to 9 months
What is the Pay Basis: 9/12
EMPLOYEE GROUP
A - Faculty and Other Academics
SURS Eligibility.
Please answer the questions below.
Does the Employee hold a J1, J2, F1, or F2 Visa?
Yes
No
If the appointment is not benefits eligible, enter a zero in the Annual Salary field.
ANNUAL SALARY
enter salary
TOTAL % EMPLOYED
enter percentage
What is the length of the academic contract?
Greater than or equal to 9 months
What is the pay basis?
9/12
After our choice for the A- Faculty and Other Academics Employee Group has been made, we will have to enter information pertaining to Visa (which defaults to the Citizenship choice on the Demographics Screen), Salary, Academic Contract, and Pay Basis.
1. Enter Annual Salary: 50000
2. Total % Employed: 100 (*unlike FTE, where a decimal is entered. Ensure that a whole number is entered in this field).
Continue
Click the Next button to continue.
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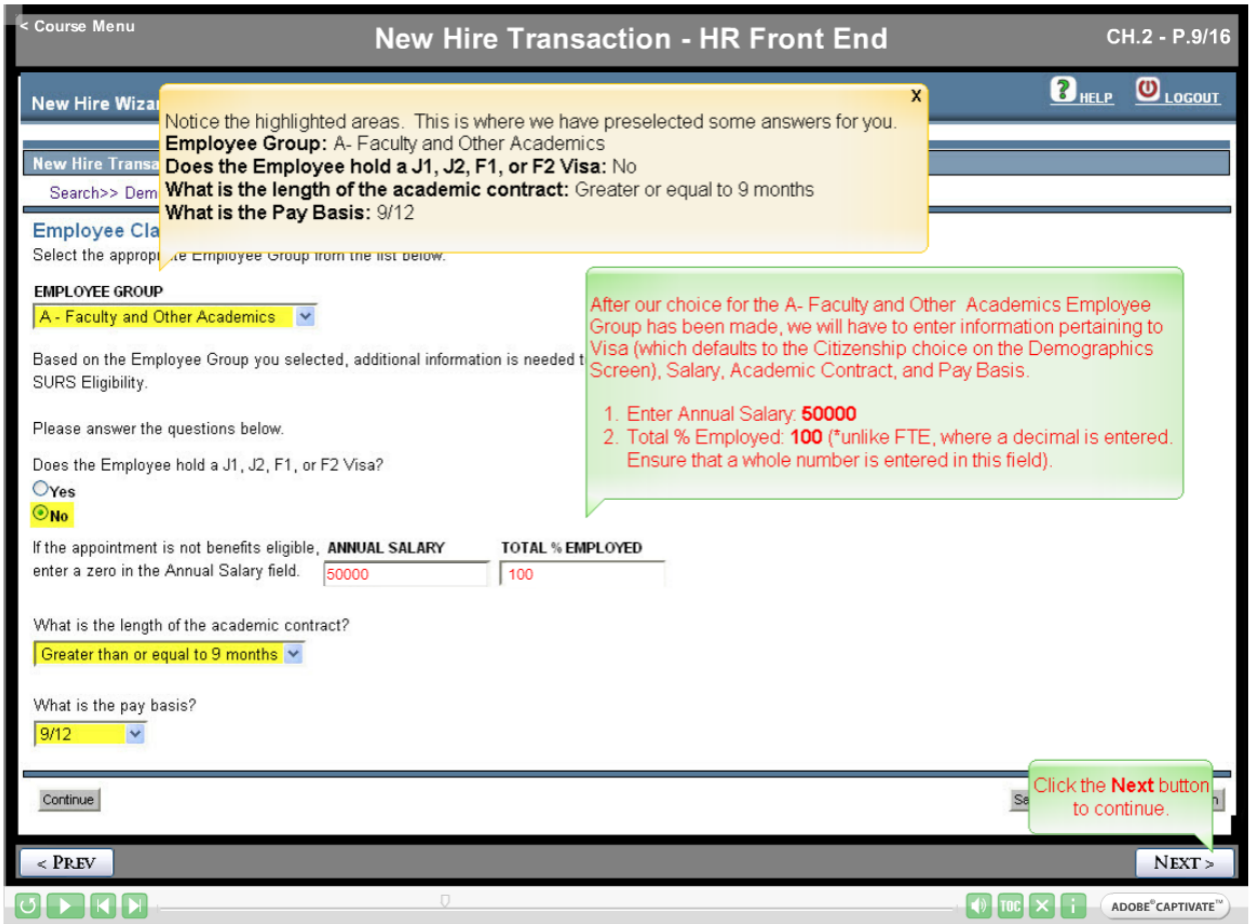
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CH.2 - P.9/16
New Hire Wiza
HELP
LOGOUT
New Hire Transa
Search>> Dem
X
Notice the highlighted areas. This is where we have preselected some answers for you.
Employee Group: A- Faculty and Other Academics
Does the Employee hold a J1, J2, F1, or F2 Visa: No
What is the length of the academic contract: Greater or equal to 9 months
What is the Pay Basis: 9/12
Employee Cla
Select the appropri
EMPLOYEE GROUP
A - Faculty and Other Academics
Based on the Employee Group you selected, additional information is needed t
SURS Eligibility.
Please answer the questions below.
Does the Employee hold a J1, J2, F1, or F2 Visa?
Yes
No
If the appointment is not benefits eligible, enter a zero in the Annual Salary field.
ANNUAL SALARY
50000
TOTAL % EMPLOYED
100
What is the length of the academic contract?
Greater than or equal to 9 months
What is the pay basis?
9/12
After our choice for the A- Faculty and Other Academics Employee Group has been made, we will have to enter information pertaining to Visa (which defaults to the Citizenship choice on the Demographics Screen), Salary, Academic Contract, and Pay Basis.
1. Enter Annual Salary: 50000
2. Total % Employed: 100 (*unlike FTE, where a decimal is entered. Ensure that a whole number is entered in this field).
Continue
Click the Next button to continue.
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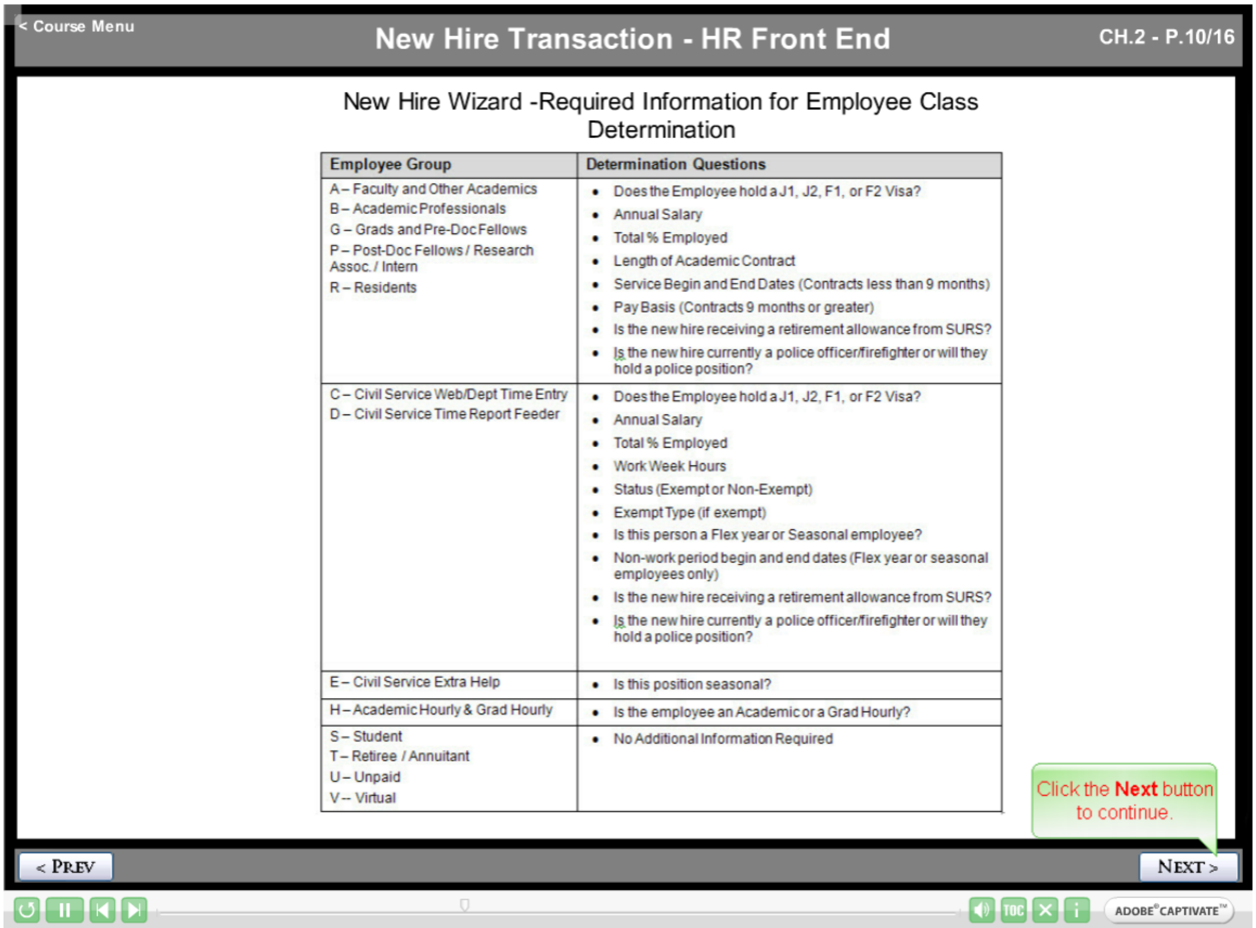
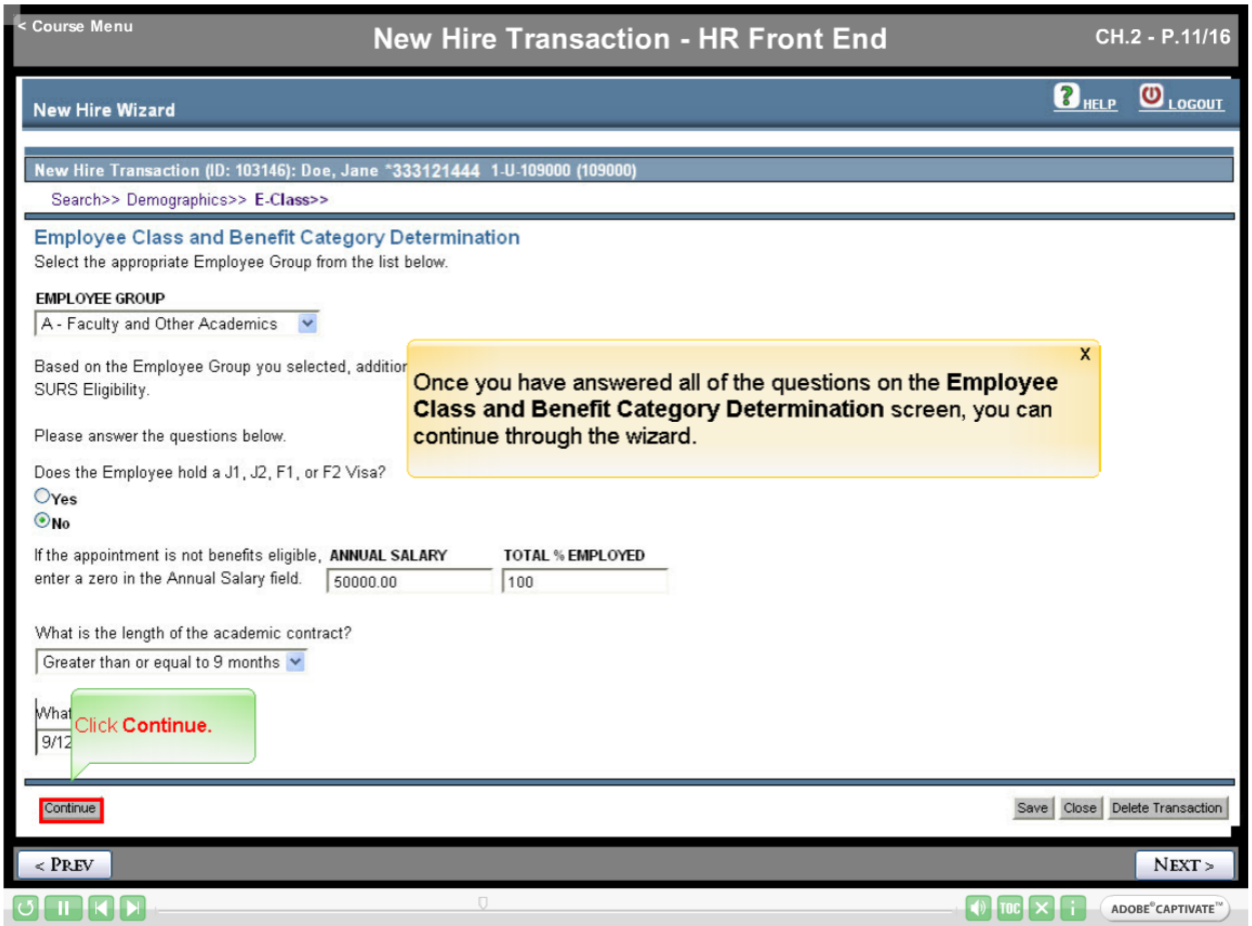


New Hire Wizard -Required Information for Employee Class Determination

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	• 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	• 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	• Is this position seasonal?
H – Academic Hourly & Grad Hourly	• Is the employee an Academic or a Grad Hourly?
S – Student T – Retiree / Annuitant U – Unpaid V -- Virtual	• No Additional Information Required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New Hire Transaction - HR Front End
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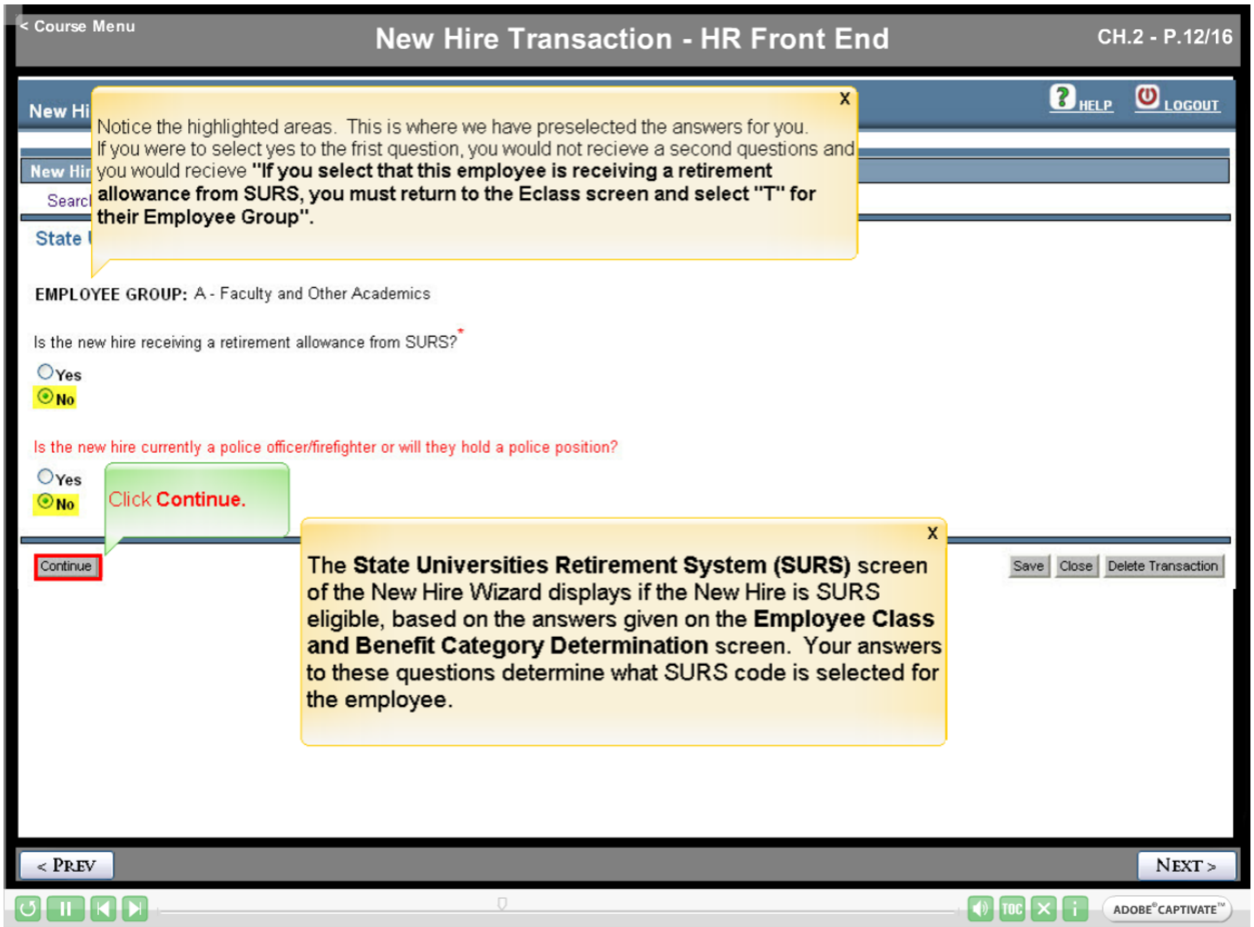
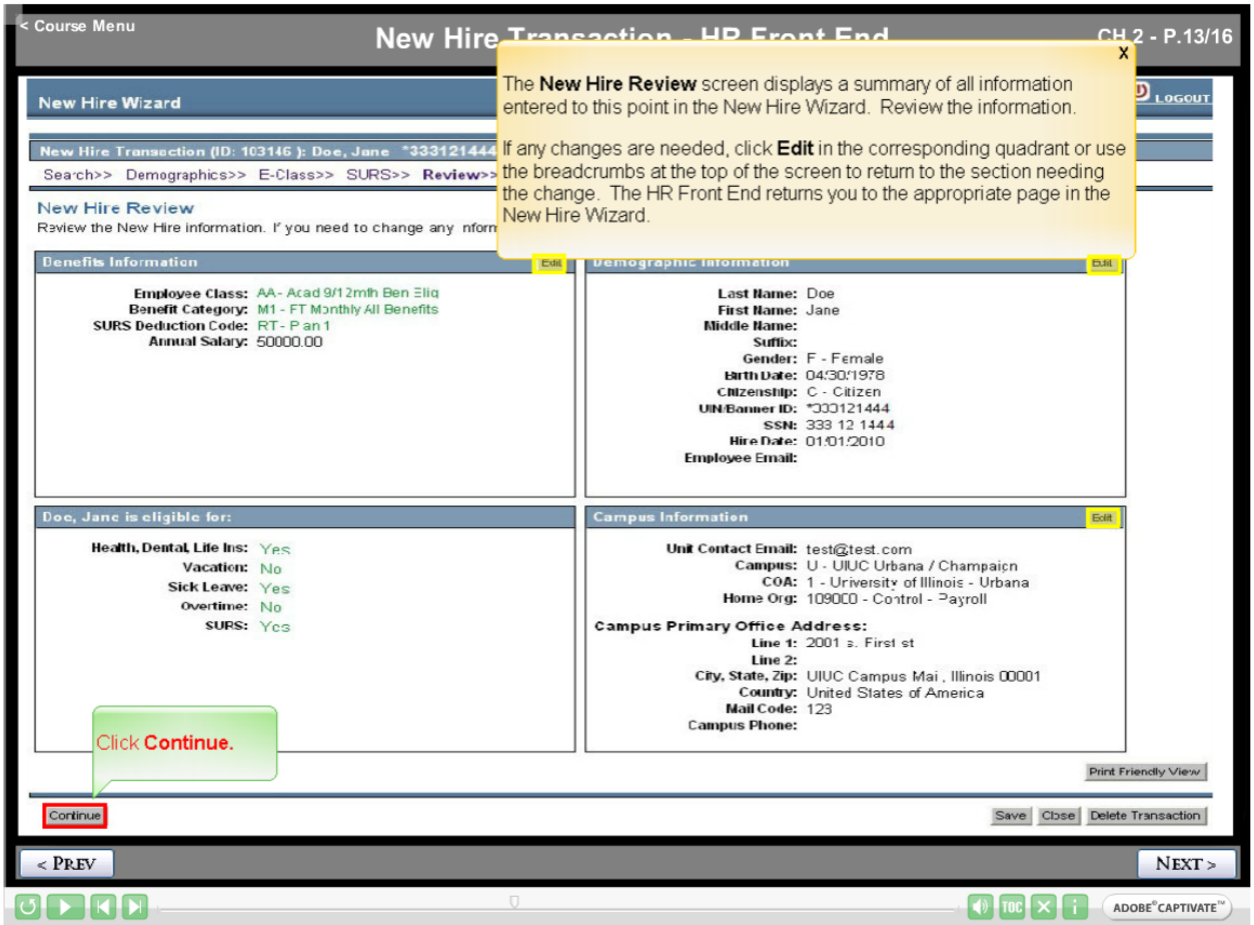
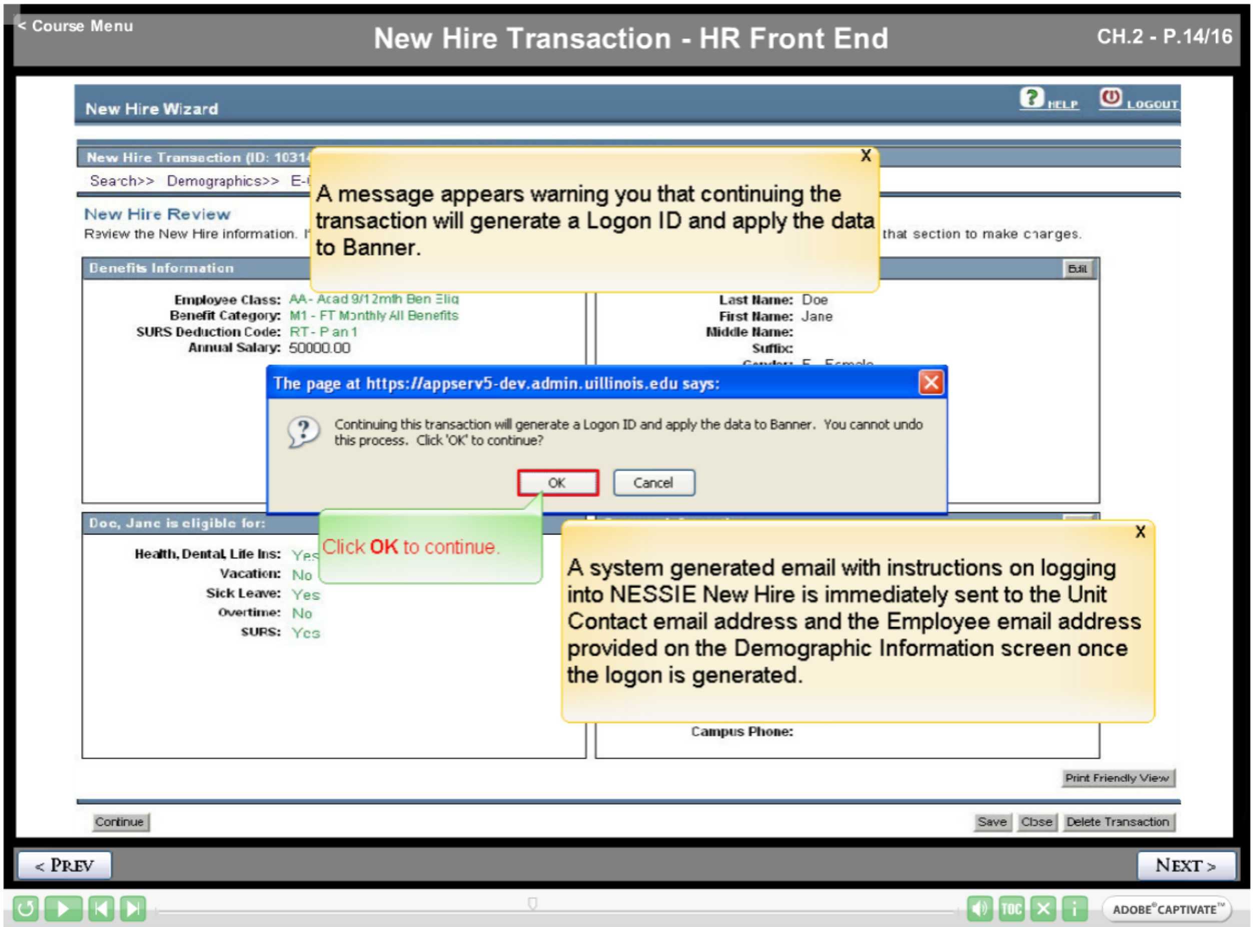
New Hire Wizard
HELP
LOGOUT
New Hire Transaction (ID: 103146): Doe, Jane *333121444 1-U-109000 (109000)
Search>> Demographics>> E-Class>>
Employee Class and Benefit Category Determination
Select the appropriate Employee Group from the list below.
EMPLOYEE GROUP
A - Faculty and Other Academics
Based on the Employee Group you selected, additior
SURS Eligibility.
Please answer the questions below.
Does the Employee hold a J1, J2, F1, or F2 Visa?
Yes
No
If the appointment is not benefits eligible, enter a zero in the Annual Salary field.
ANNUAL SALARY
50000.00
TOTAL % EMPLOYED
100
What is the length of the academic contract?
Greater than or equal to 9 months
Once you have answered all of the questions on the Employee Class and Benefit Category Determination screen, you can continue through the wizard.
Click Continue.
Continue
Save
Close
Delete Transaction
< PREV
NEXT >

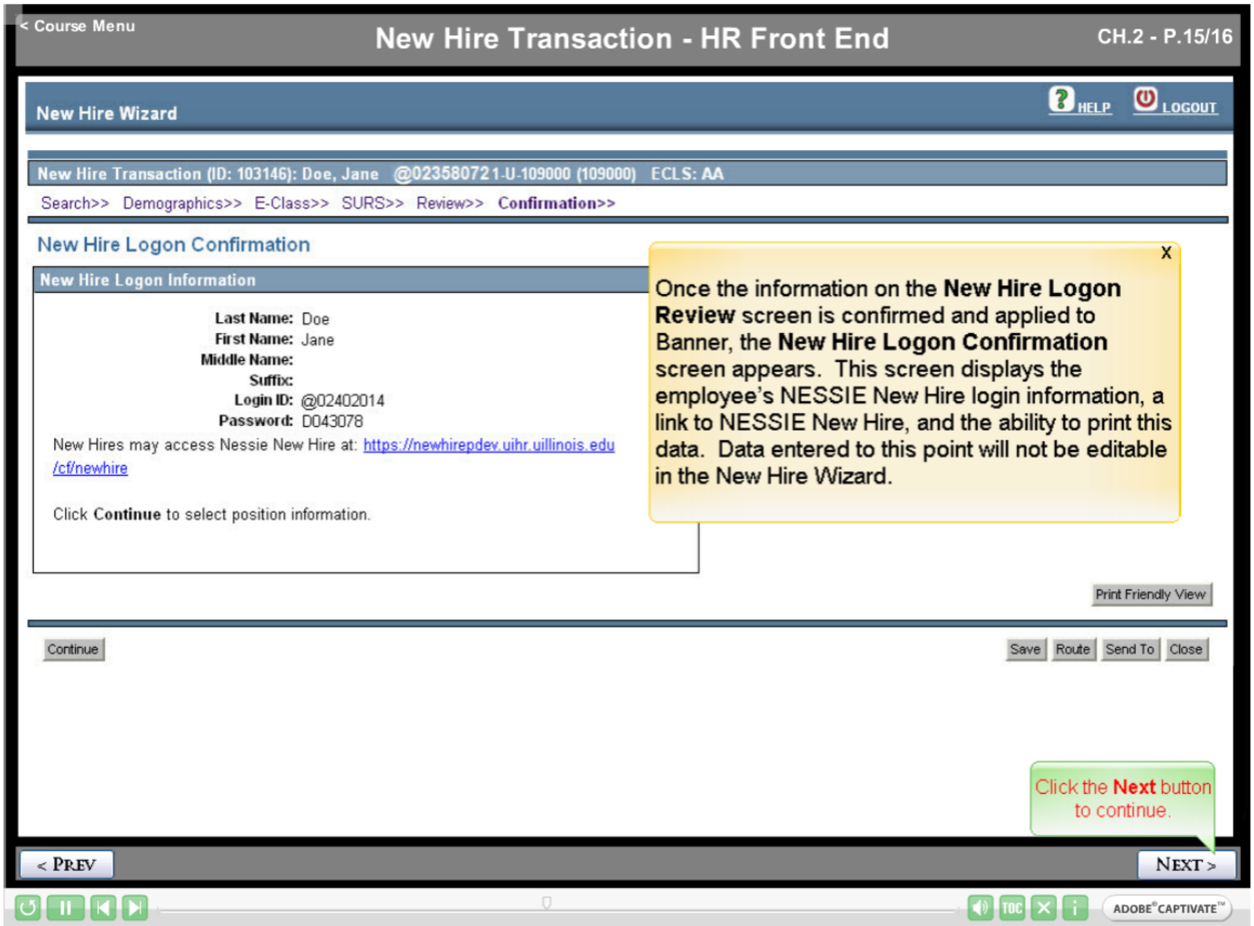


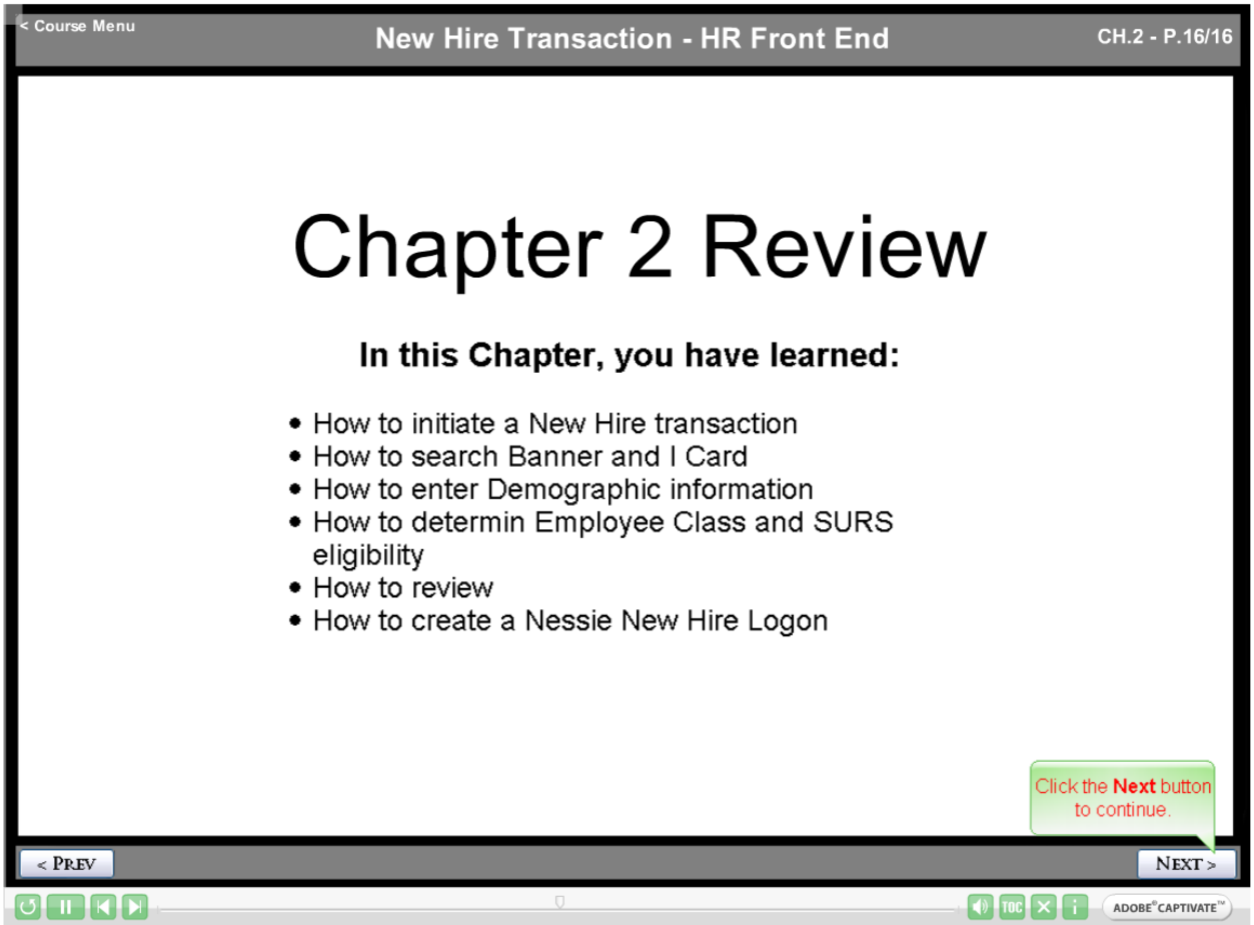
< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.12/16
HELP
LOGOUT
Notice the highlighted areas. This is where we have preselected the answers for you. If you were to select yes to the frist question, you would not recieve a second questions and you would recieve "If you select that this employee is receiving a retirement allowance from SURS, you must return to the Eclass screen and select "T" for their Employee Group".
EMPLOYEE GROUP: A - Faculty and Other Academics
Is the new hire receiving a retirement allowance from SURS?*
Yes
No
Is the new hire currently a police officer/firefighter or will they hold a police position?
Yes
No
Click Continue.
Continue
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.
Save
Close
Delete Transaction
< PREV
NEXT >



< Course Menu
New Hire Transaction - HR Front End
CH 2 - P.13/16
New Hire Wizard
LOGOUT
The **New Hire Review** screen displays a summary of all information entered to this point in the New Hire Wizard. 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.
New Hire Transaction (ID: 103146): Doe, Jane *333121444
Search>> Demographics>> E-Class>> SURS>> Review>>
New Hire Review
Benefits Information
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
Last Name: Doe
First Name: Jane
Middle Name:
Suffix:
Gender: F - Female
Birth Date: 04/30/1978
Citizenship: C - Citizen
UIN/Banner ID: *333121444
SSN: 333 12 1444
Hire Date: 01/01/2010
Employee Email:
Doe, Jane is eligible for:
Health, Dental, Life Ins: Yes
Vacation: No
Sick Leave: Yes
Overtime: No
SURS: Yes
Campus Information
Unit Contact Email: test@test.com
Campus: U - UIUC Urbana / Champaign
COA: 1 - University of Illinois - Urbana
Home Org: 109000 - Control - Payroll
Campus Primary Office Address:
Line 1: 2001 S. First st
Line 2:
City, State, Zip: UIUC Campus Mail, Illinois 00001
Country: United States of America
Mail Code: 123
Campus Phone:
Click **Continue.**
Print Friendly View
Continue
Save
Close
Delete Transaction
< PREV
NEXT >


< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.14/16
New Hire Wizard
New Hire Review
Benefits Information
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
Last Name: Doe
First Name: Jane
Middle Name:
Suffix:
A message appears warning you that continuing the transaction will generate a Logon ID and apply the data to Banner.
The page at https://appserv5-dev.admin.uillinois.edu says:
Continuing this transaction will generate a Logon ID and apply the data to Banner. You cannot undo this process. Click 'OK' to continue?
OK
Cancel
Click OK to continue.
Doe, Jane is eligible for:
Health, Dental, Life Ins: Yes
Vacation: No
Sick Leave: Yes
Overtime: No
SURS: Yes
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.
Campus Phone:
Print Friendly View
Continue
Save
Close
Delete Transaction
< PREV
NEXT >


< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.15/16
New Hire Wizard
HELP
LOGOUT
New Hire Transaction (ID: 103146): Doe, Jane @023580721-U-109000 (109000) ECLS: AA
Search>> Demographics>> E-Class>> SURS>> Review>> Confirmation>>
New Hire Logon Confirmation
New Hire Logon Information
Last Name: Doe
First Name: Jane
Middle Name:
Suffix:
Login ID: @02402014
Password: D043078
New Hires may access Nessie New Hire at: https://newhirepdev.uihr.uillinois.edu/cf/newhire
Click Continue to select position information.
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. Data entered to this point will not be editable in the New Hire Wizard.
Print Friendly View
Continue
Save
Route
Send To
Close
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
New Hire Transaction - HR Front End
CH.2 - P.16/16
Chapter 2 Review
In this Chapter, you have learned:
• How to initiate a New Hire transaction
• How to search Banner and I Card
• How to enter Demographic information
• How to determin Employee Class and SURS eligibility
• How to review
• How to create a Nessie New Hire Logon
Click the Next button to continue.
< PREV
NEXT >
TOC
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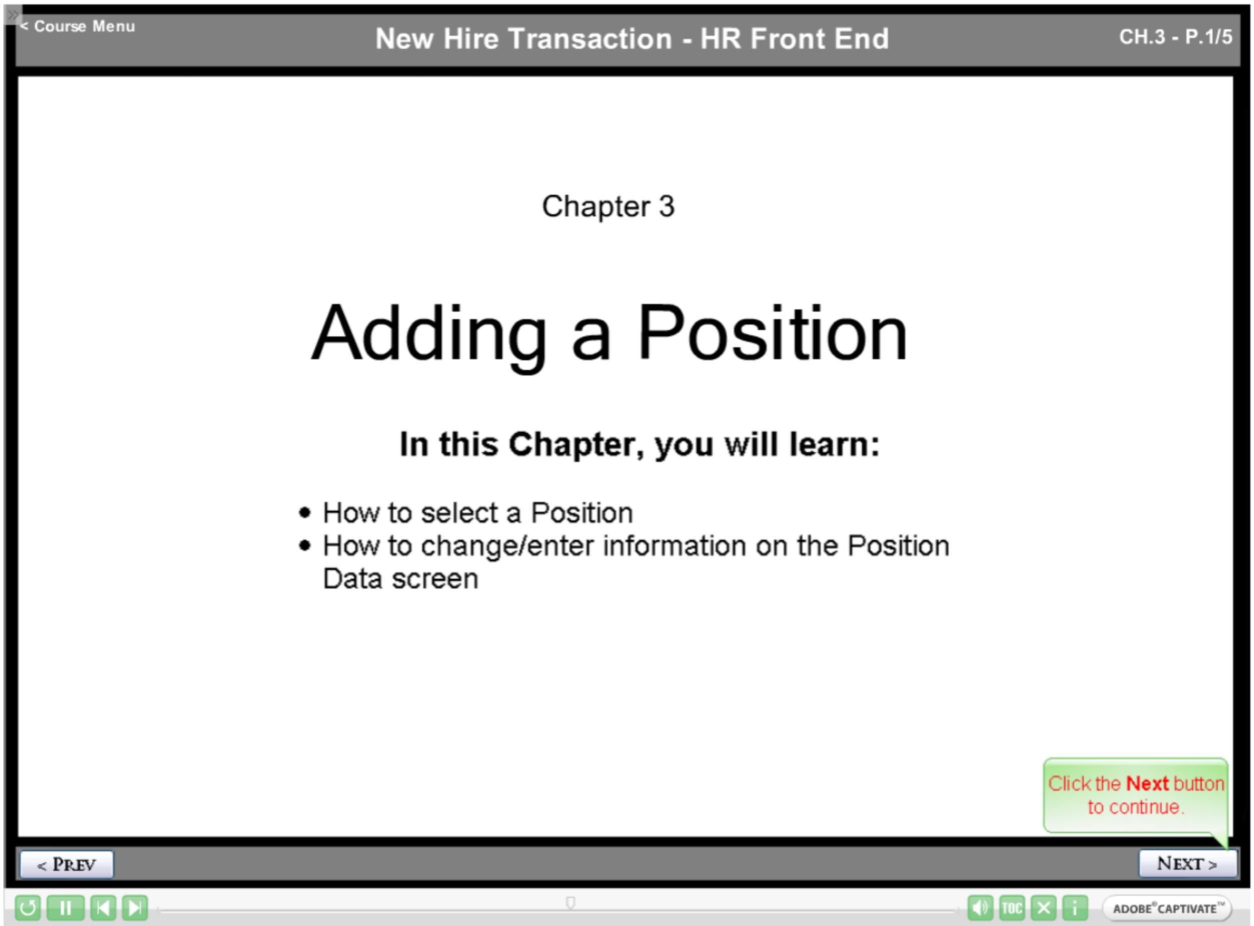
< Course Menu
New Hire Transaction - HR Front End
CH.3 - P.1/5
Chapter 3
Adding a Position
In this Chapter, you will learn:
• How to select a Position
• How to change/enter information on the Position Data screen
Click the Next button to continue.
< PREV
NEXT >
TOC
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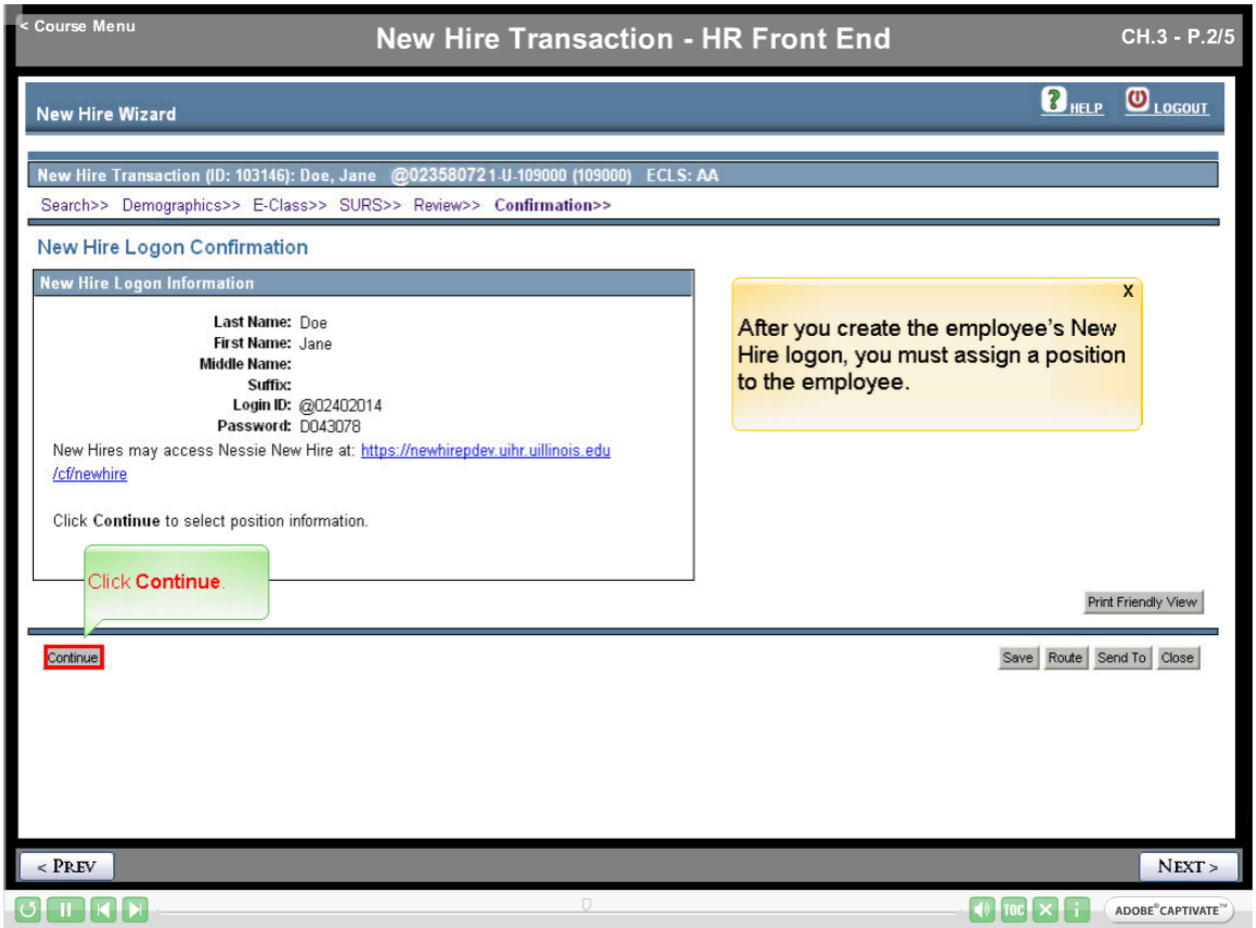
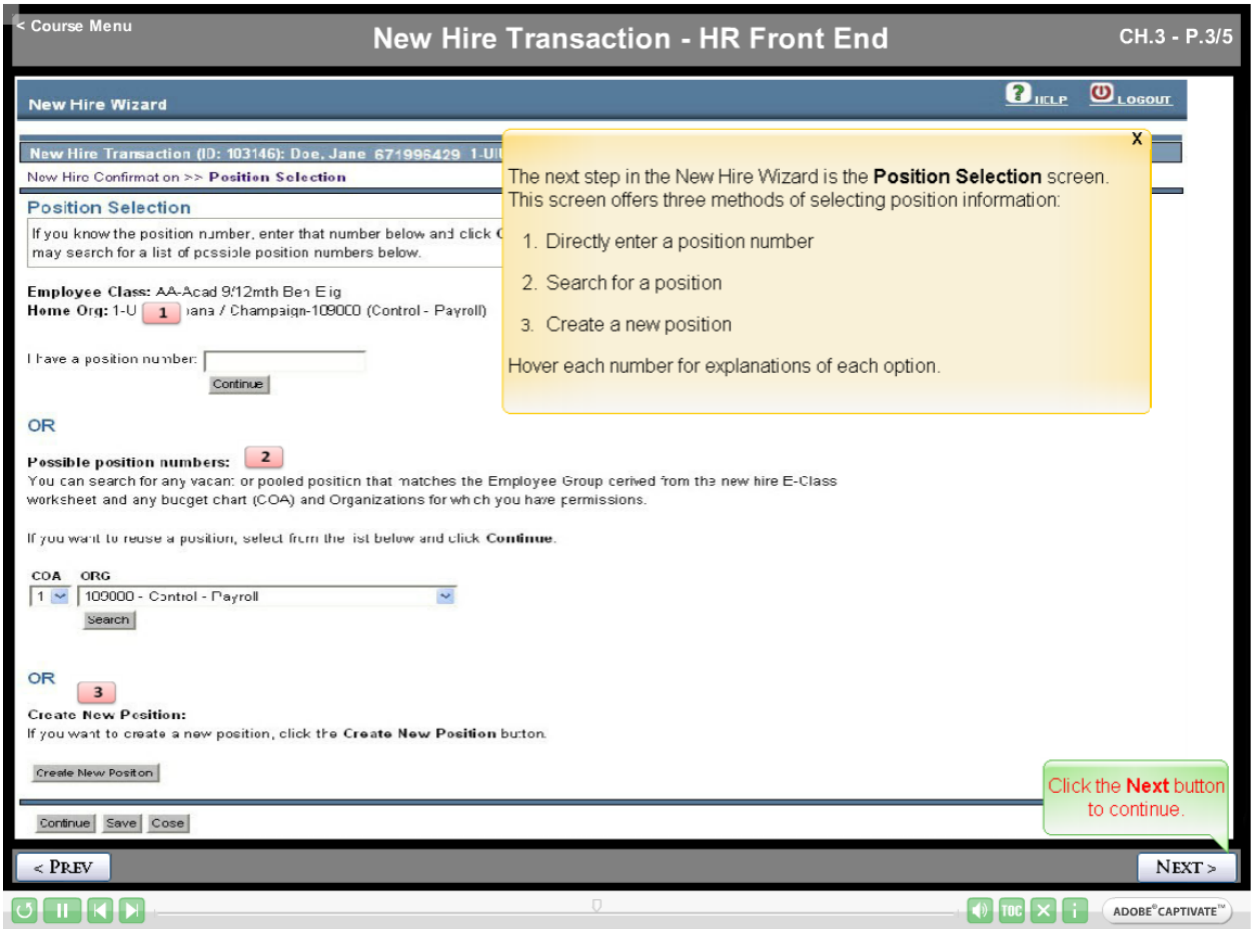
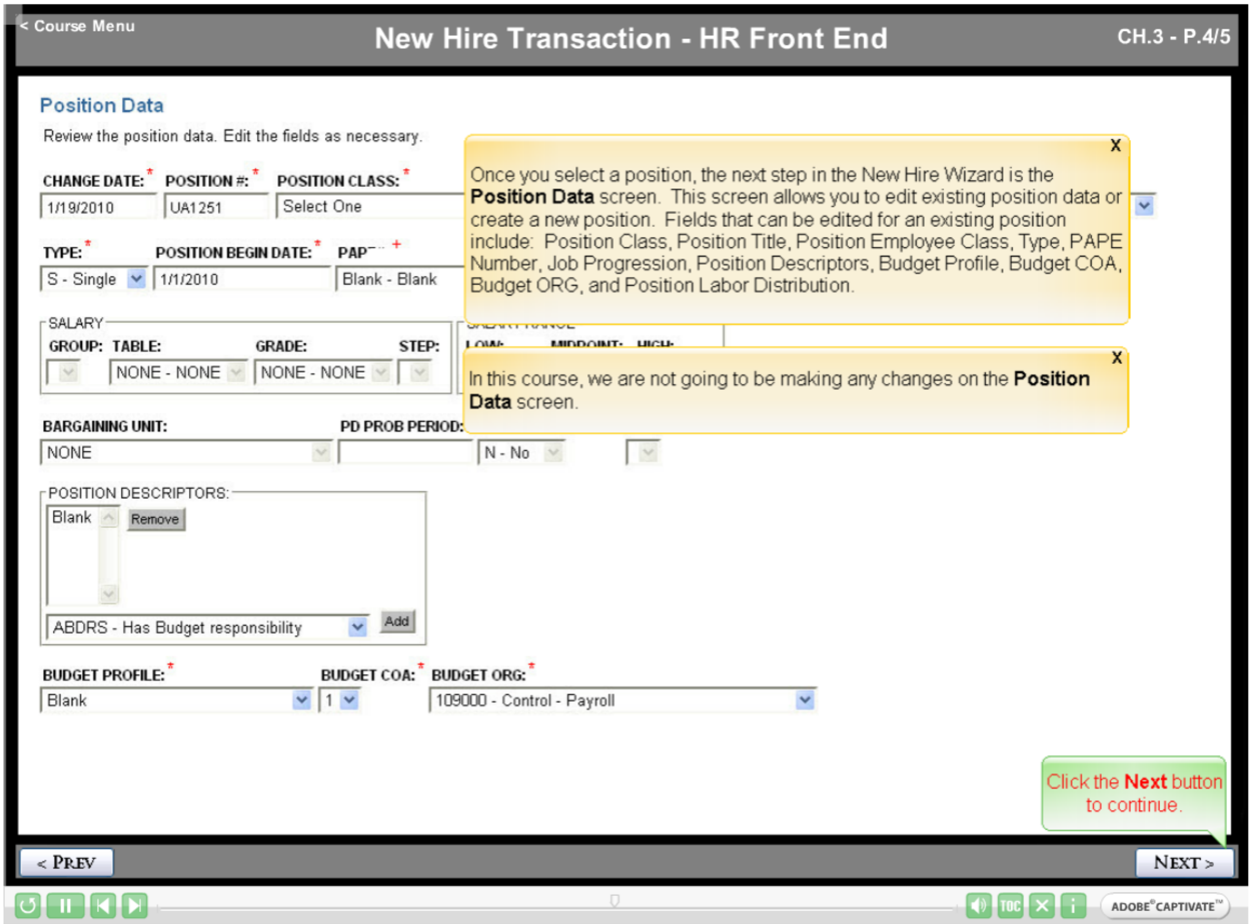
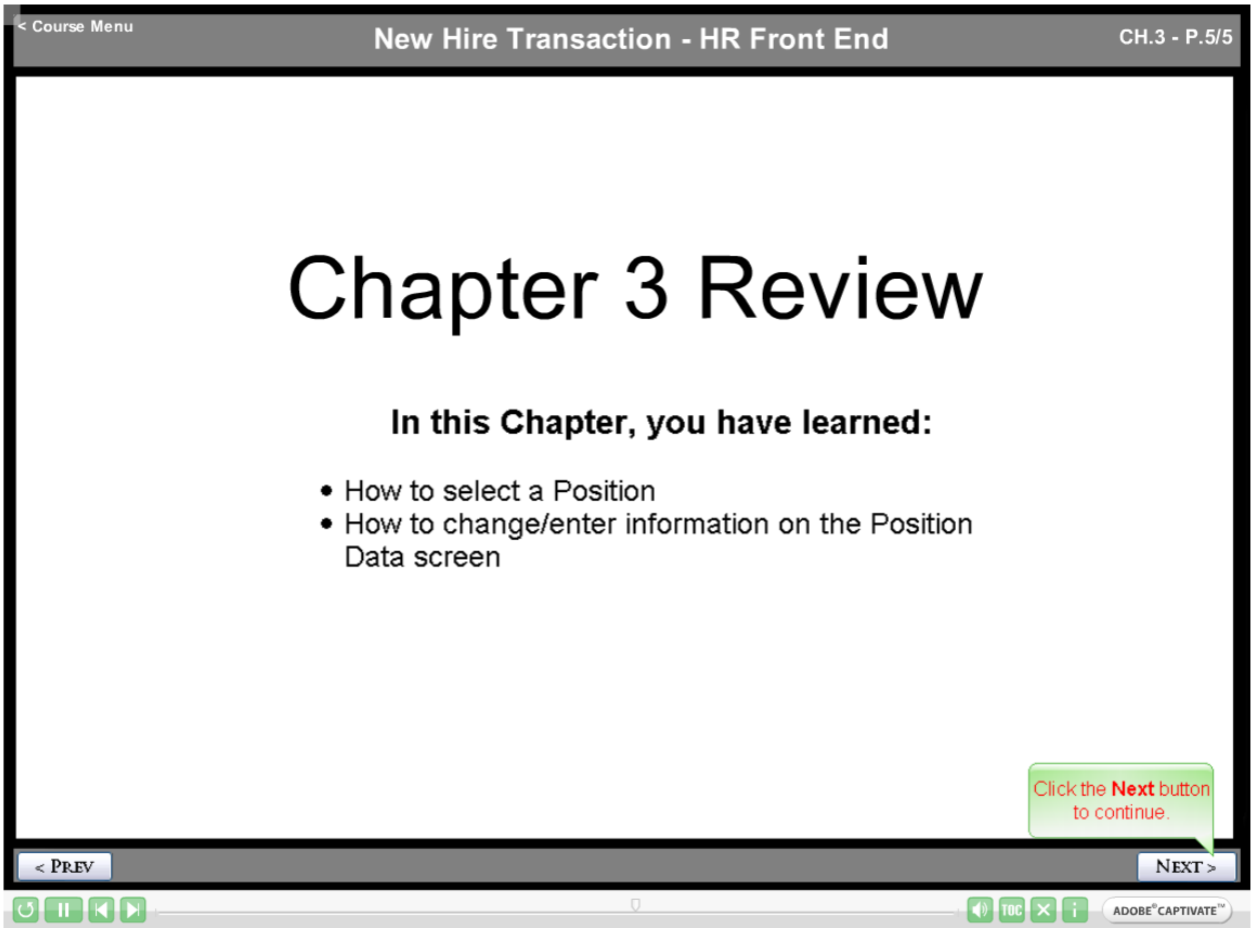

< Course Menu
New Hire Transaction - HR Front End
CH.3 - P.2/5
New Hire Wizard
HELP
LOGOUT
New Hire Transaction (ID: 103146): Doe, Jane @023580721-U-109000 (109000) ECLS: AA
Search>> Demographics>> E-Class>> SURS>> Review>> Confirmation>>
New Hire Logon Confirmation
New Hire Logon Information
Last Name: Doe
First Name: Jane
Middle Name:
Suffix:
Login ID: @02402014
Password: D043078
New Hires may access Nessie New Hire at: https://newhirepdev.uihr.uillinois.edu/cf/newhire
Click Continue to select position information.
After you create the employee's New Hire logon, you must assign a position to the employee.
Click Continue.
Print Friendly View
Continue
Save
Route
Send To
Close
< PREV
NEXT >


< Course Menu
New Hire Transaction - HR Front End
CH.3 - P.3/5
New Hire Wizard
HELP
LOGOUT
New Hire Transaction (ID: 103146): Doe, Jane 671996429
New Hire Confirmation >> Position Selection
Position Selection
If you know the position number, enter that number below and click
may search for a list of possible position numbers below.
Employee Class: AA-Acad 9/12mth Ben Elig
Home Org:
Champaign-109000 (Control - Payroll)
1
I have a position number:
Continue
OR
Possible position numbers:
2
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
1
109000 - Control - Payroll
Search
OR
3
Create New Position:
If you want to create a new position, click the Create New Position button.
Create New Position
Continue
Save
Close
X
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
Hover each number for explanations of each option.
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
New Hire Transaction - HR Front End
CH.3 - P.4/5
Position Data
Review the position data. Edit the fields as necessary.
CHANGE DATE:
POSITION #:
POSITION CLASS:
1/19/2010
UA1251
Select One
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.
TYPE:
POSITION BEGIN DATE:
S - Single
1/1/2010
Blank - Blank
SALARY
GROUP:
TABLE:
GRADE:
STEP:
NONE - NONE
NONE - NONE
In this course, we are not going to be making any changes on the **Position Data** screen.
BARGAINING UNIT:
PD PROB PERIOD:
NONE
N - No
POSITION DESCRIPTORS:
Blank
Remove
ABDRS - Has Budget responsibility
Add
BUDGET PROFILE:
BUDGET COA:
BUDGET ORG:
Blank
1
109000 - Control - Payroll
Click the **Next** button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
New Hire Transaction - HR Front End
CH.3 - P.5/5
Chapter 3 Review
In this Chapter, you have learned:
• How to select a Position
• How to change/enter information on the Position Data screen
Click the Next button to continue.
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NEXT >
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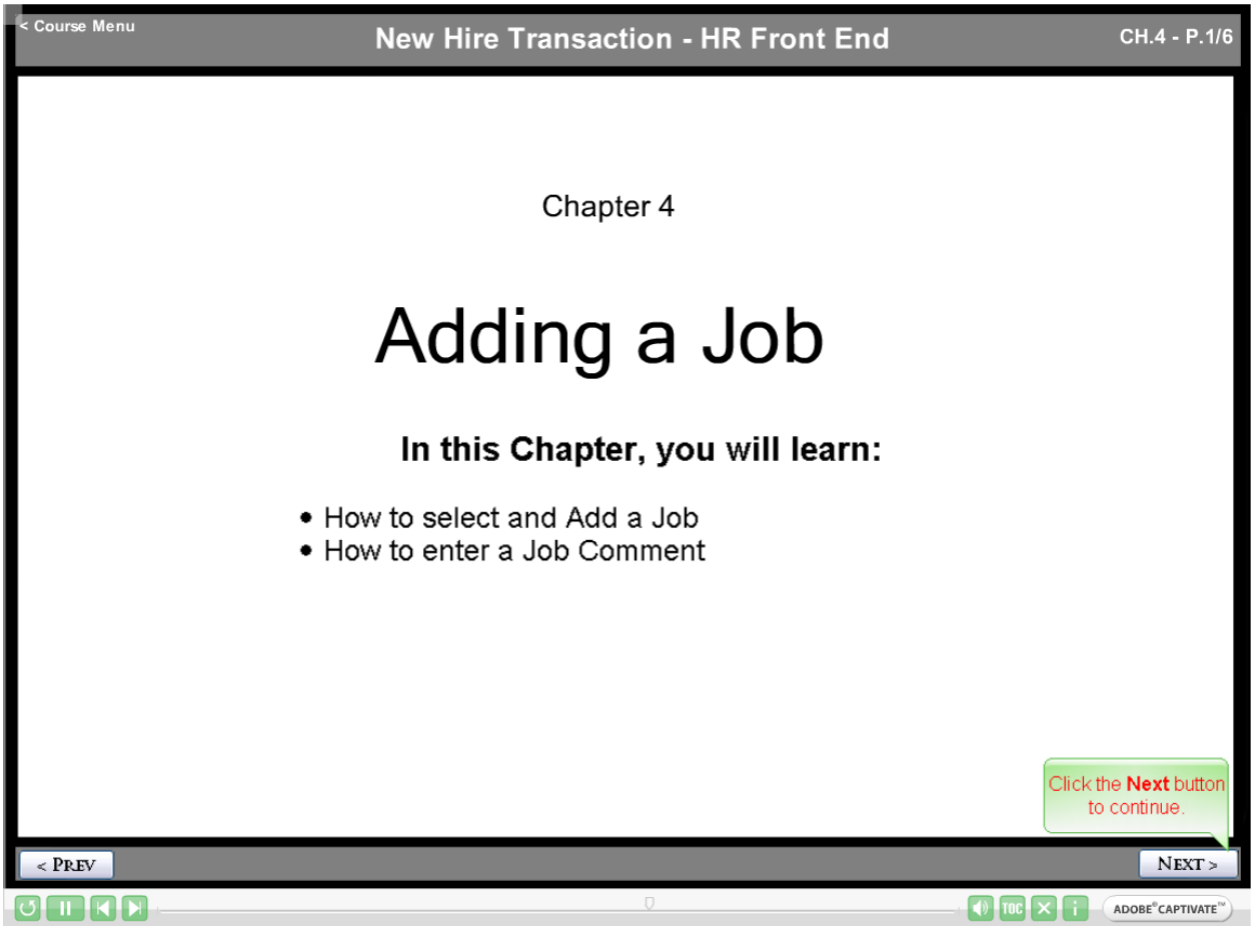
< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.1/6
Chapter 4
Adding a Job
In this Chapter, you will learn:
• How to select and Add a Job
• How to enter a Job Comment
Click the Next button to continue.
< PREV
NEXT >
TOC
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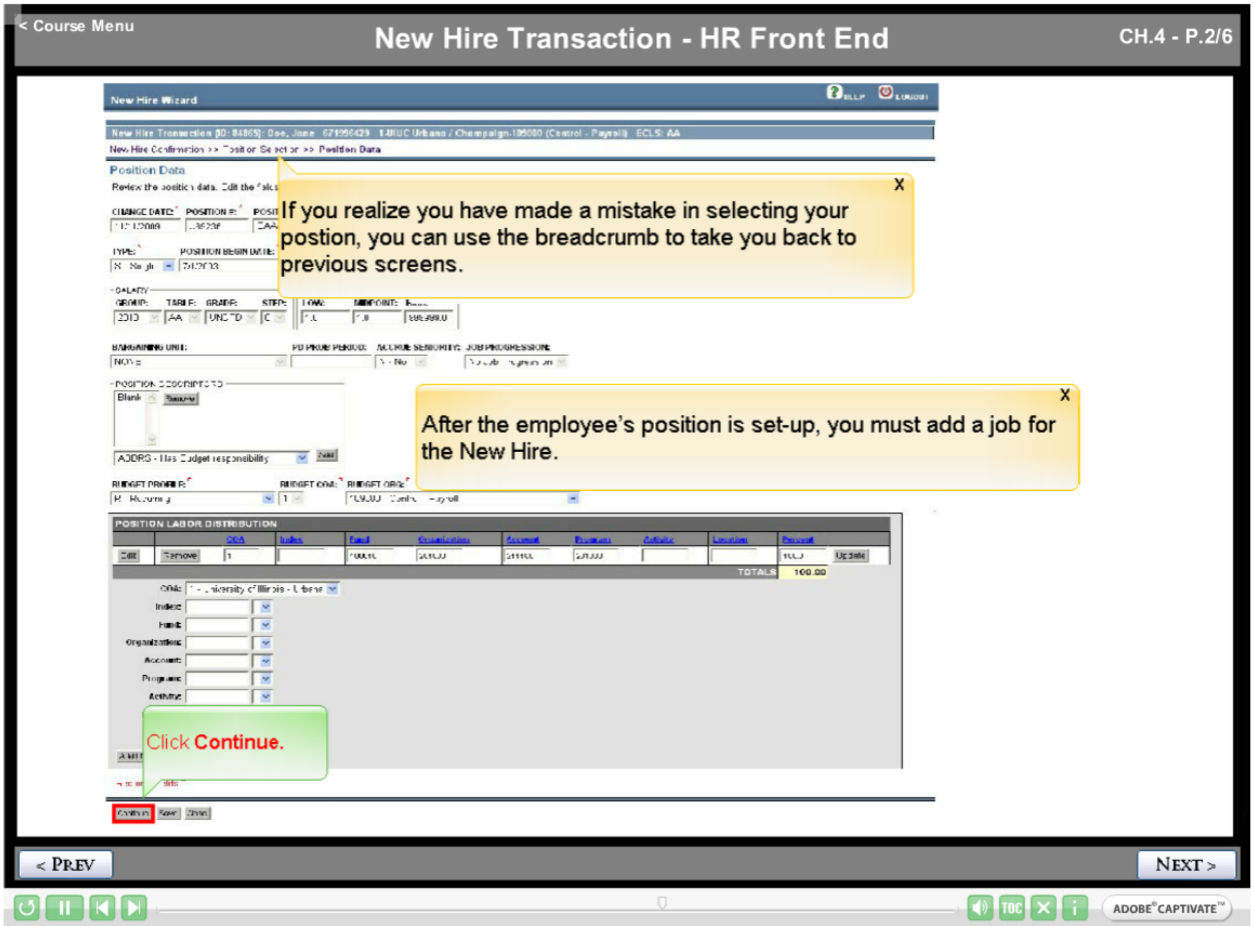
< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.2/6
New Hire Wizard
Position Data
If you realize you have made a mistake in selecting your postion, you can use the breadcrumb to take you back to previous screens.
After the employee's position is set-up, you must add a job for the New Hire.
POSITION LABOR DISTRIBUTION
Click Continue.
< PREV
NEXT >
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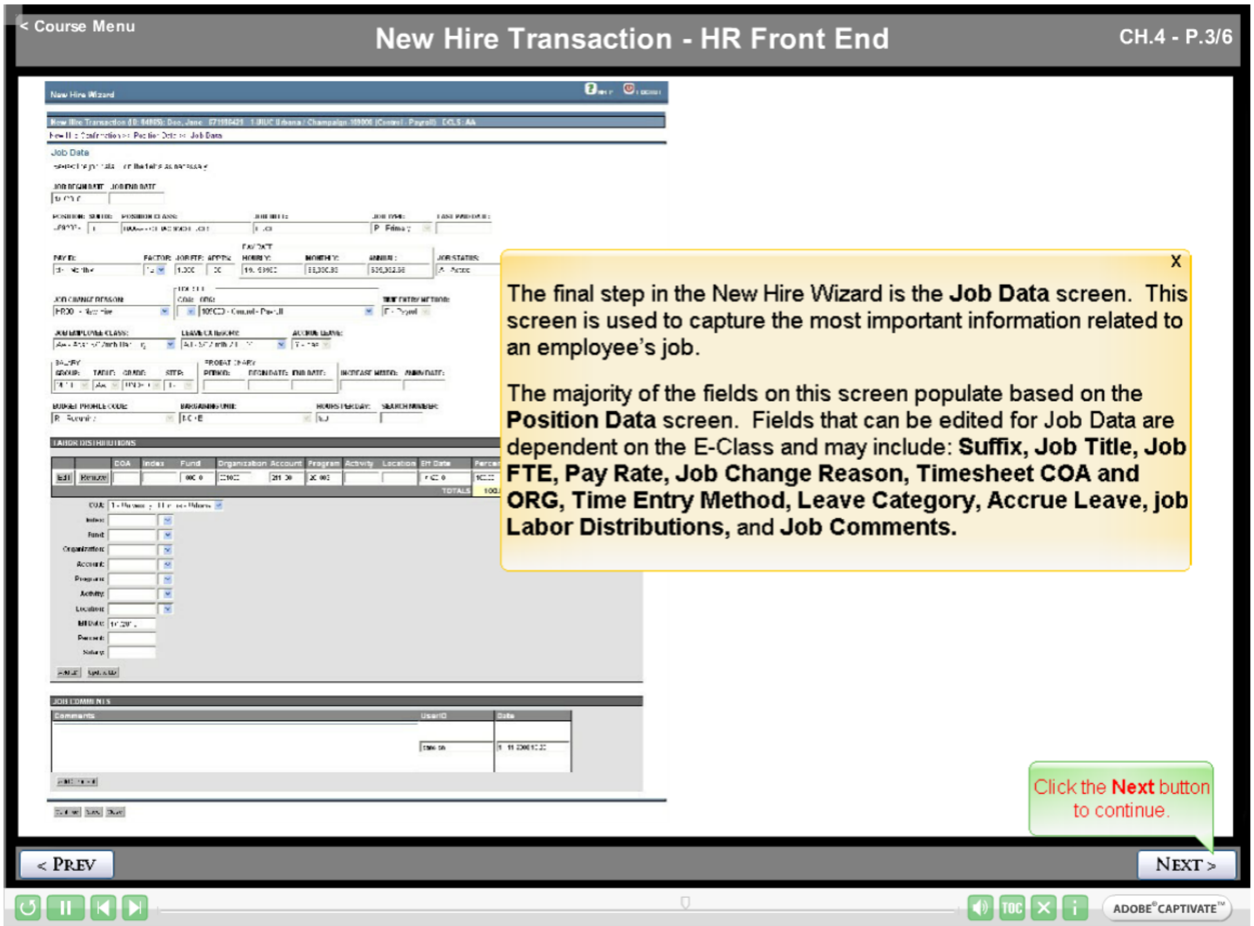
< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.3/6
New Hire Wizard
Job Data
LABOR DISTRIBUTIONS
JOB COMMENTS
X
The final step in the New Hire Wizard is the **Job Data** screen. This screen is used to capture the most important information related to an employee's job.
The majority of the 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.**
Click the **Next** button to continue.
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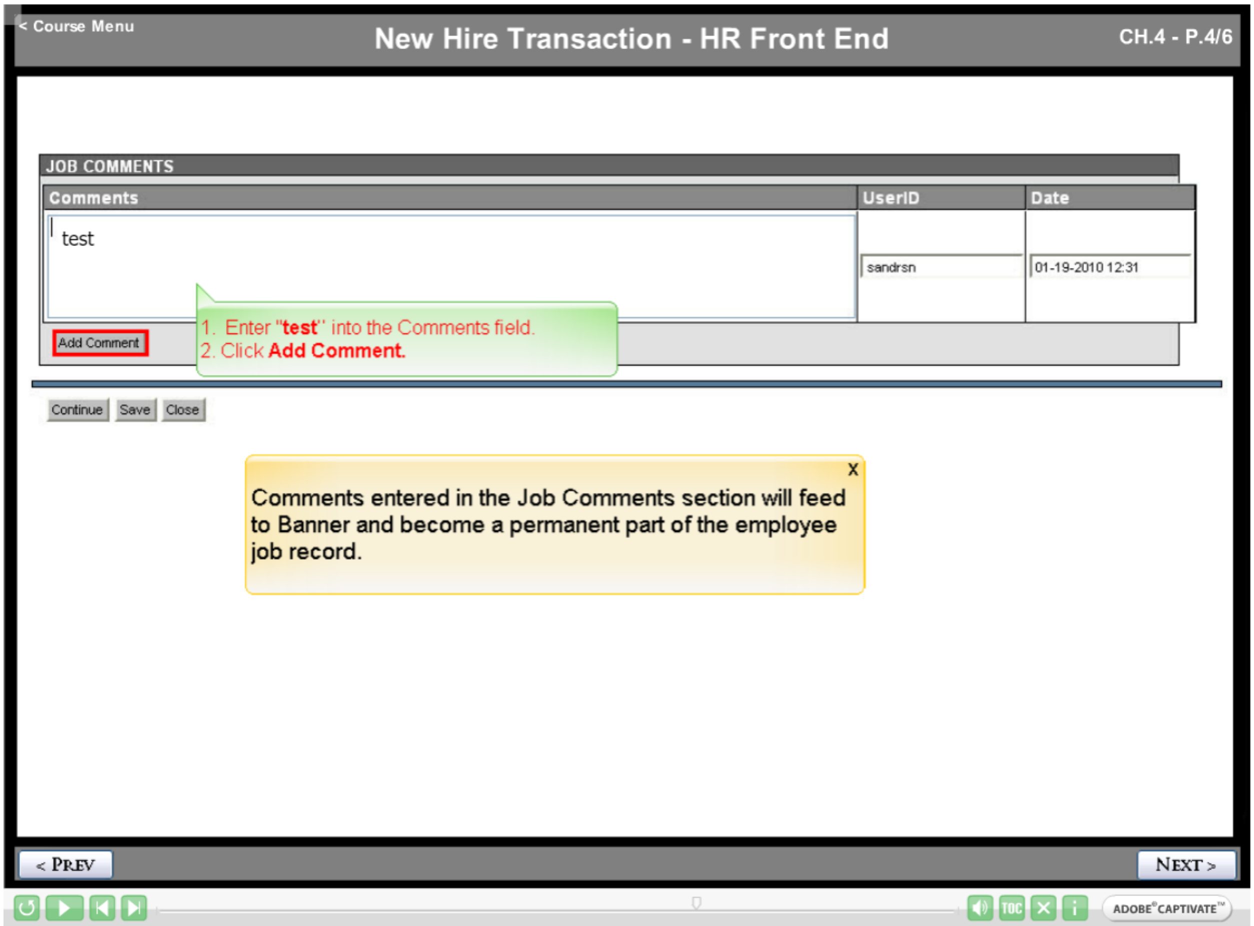
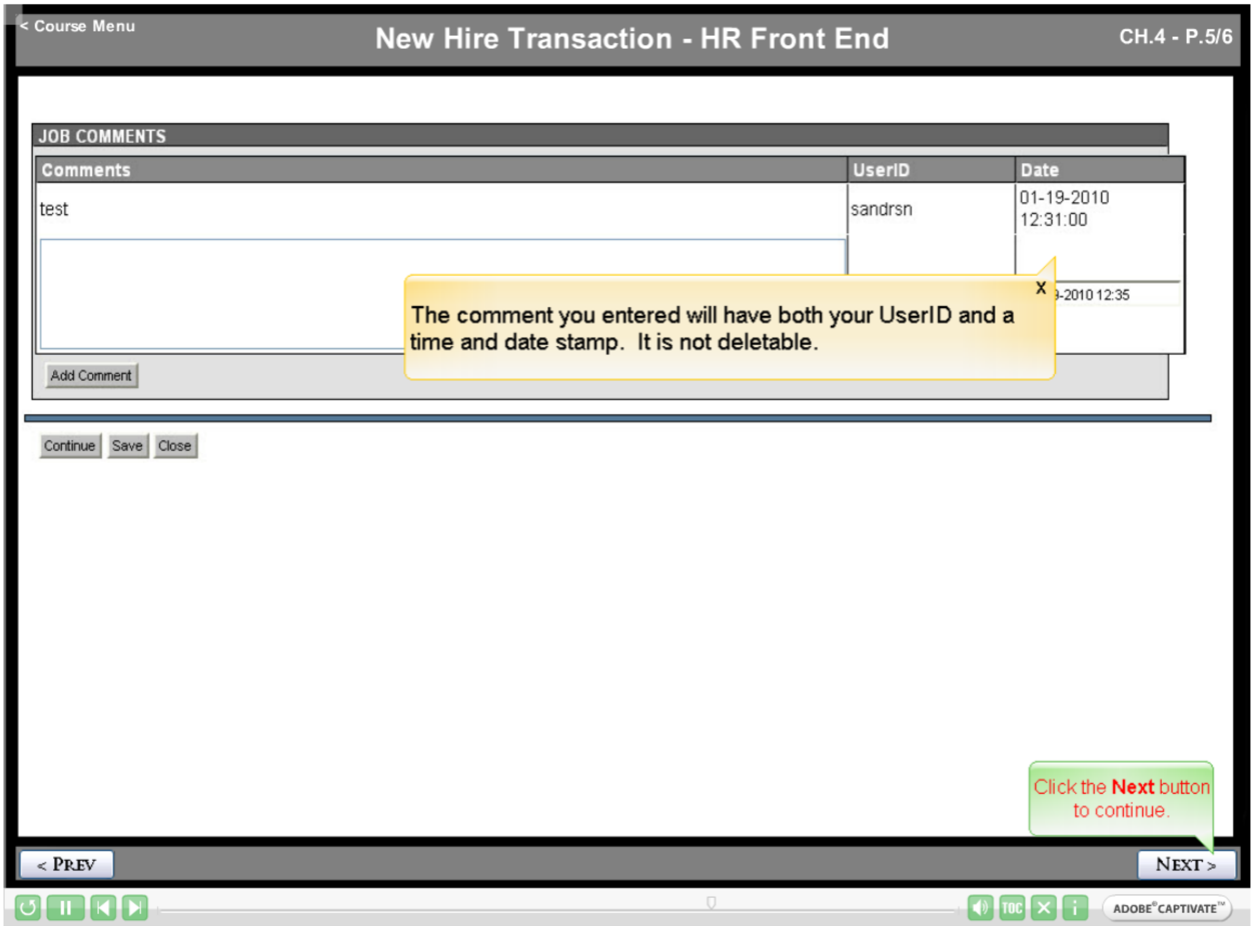
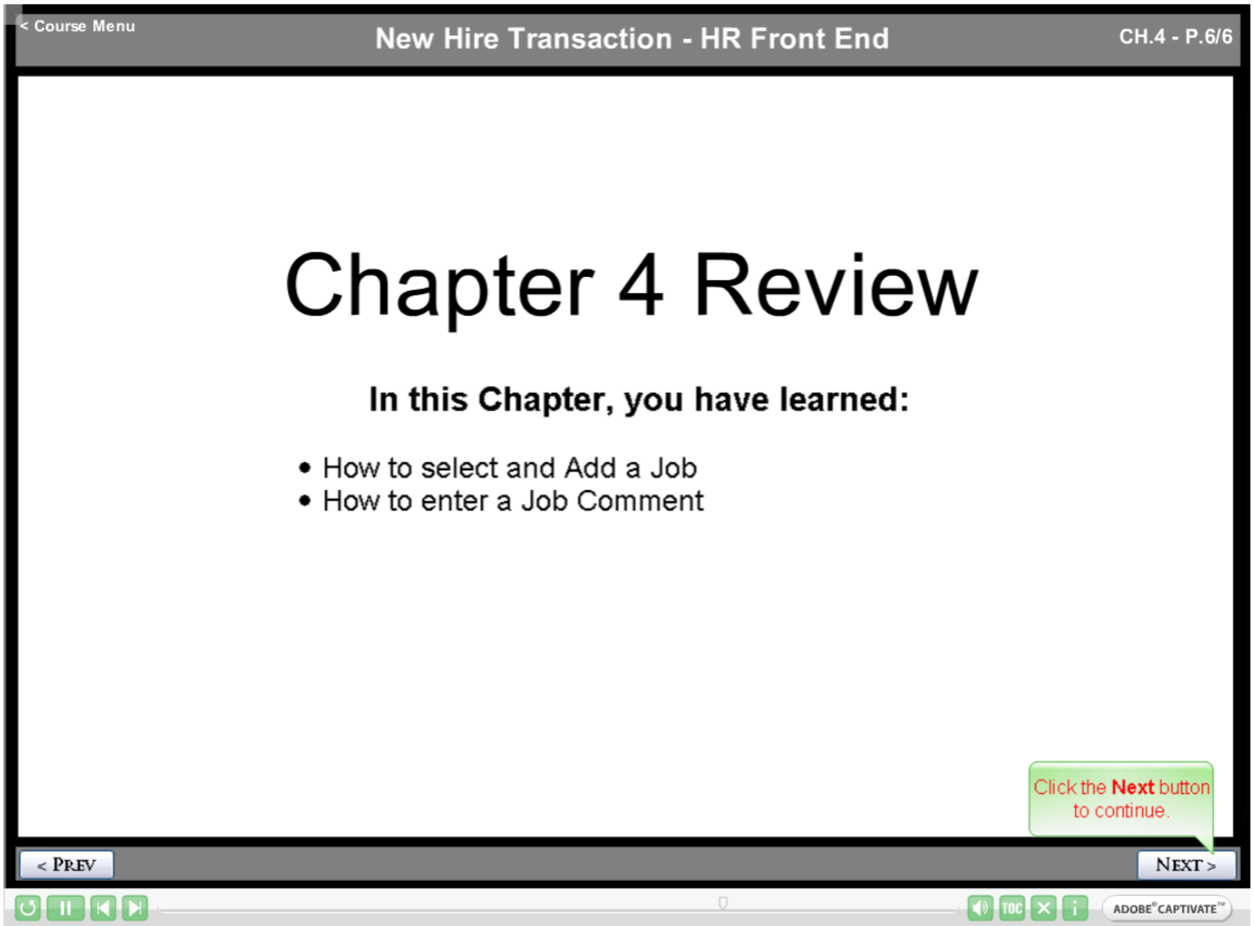


< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.4/6
JOB COMMENTS
Comments
UserID
Date
test
sandrsn
01-19-2010 12:31
Add Comment
1. Enter "test" into the Comments field.
2. Click Add Comment.
Continue
Save
Close
x
Comments entered in the Job Comments section will feed to Banner and become a permanent part of the employee job record.
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.5/6
JOB COMMENTS
Comments
UserID
Date
test
sandrsn
01-19-2010 12:31:00
The comment you entered will have both your UserID and a time and date stamp. It is not deletable.
Add Comment
Continue
Save
Close
Click the Next button to continue.
< PREV
NEXT >



< Course Menu
New Hire Transaction - HR Front End
CH.4 - P.6/6
Chapter 4 Review
In this Chapter, you have learned:
• How to select and Add a Job
• How to enter a Job Comment
Click the Next button to continue.
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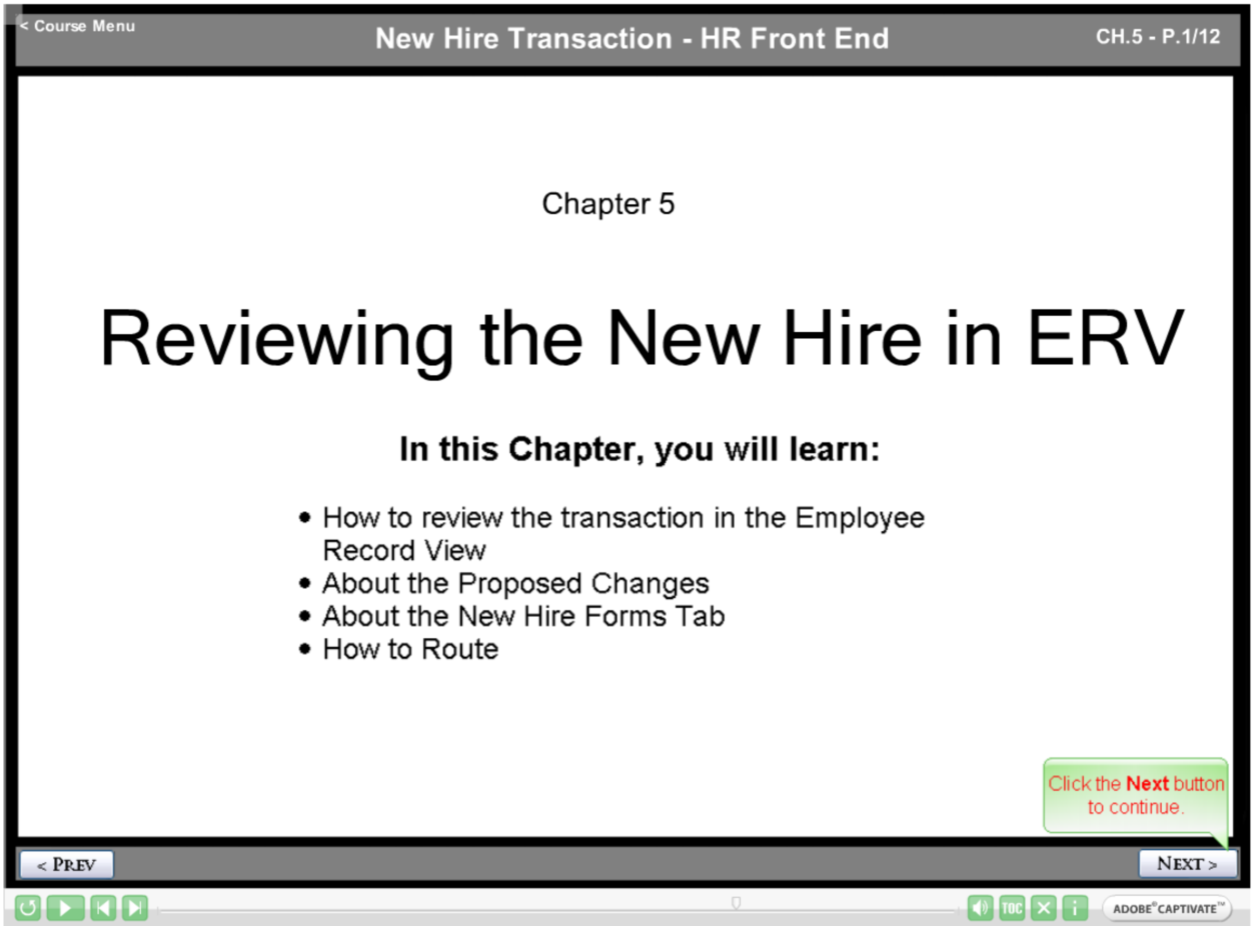
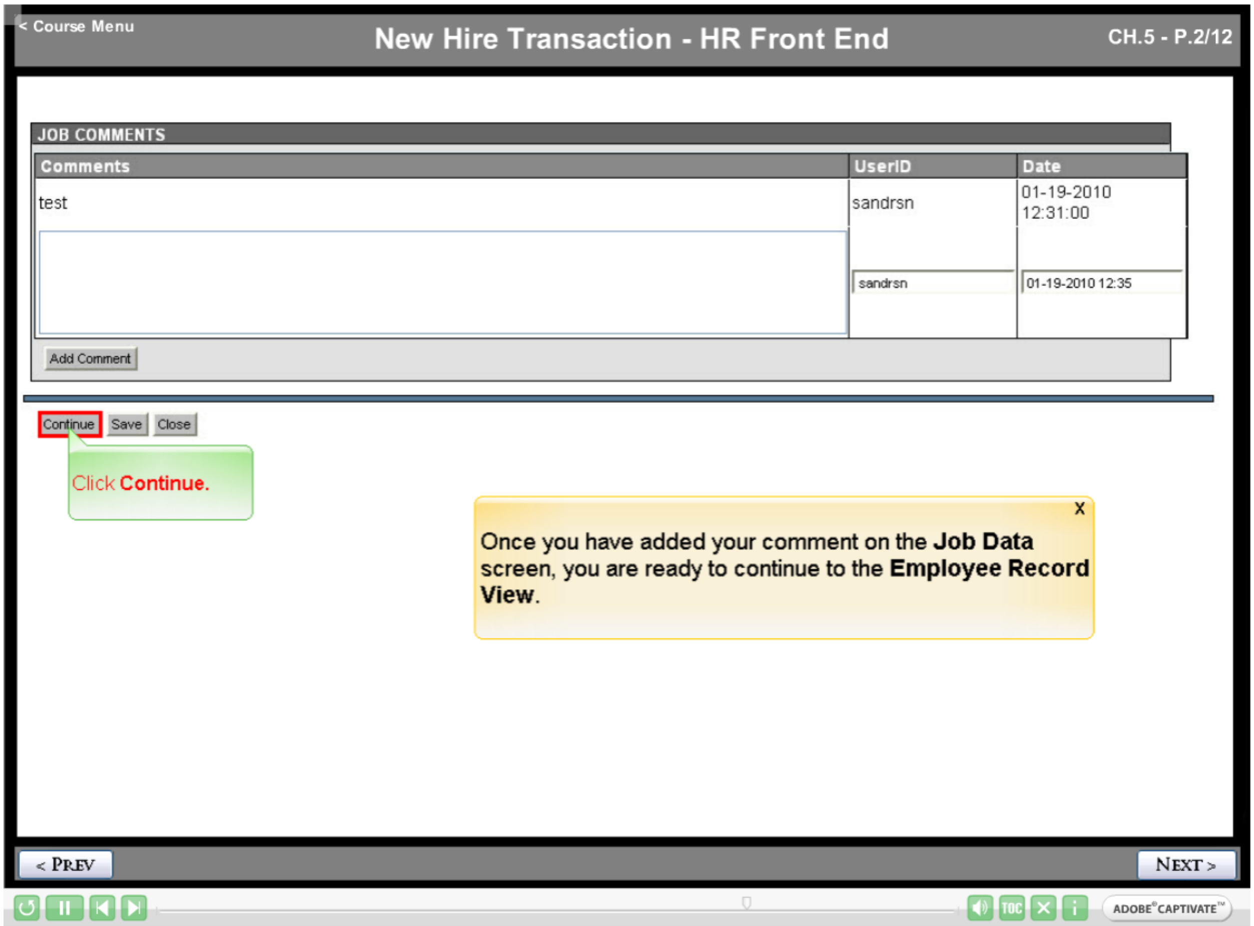
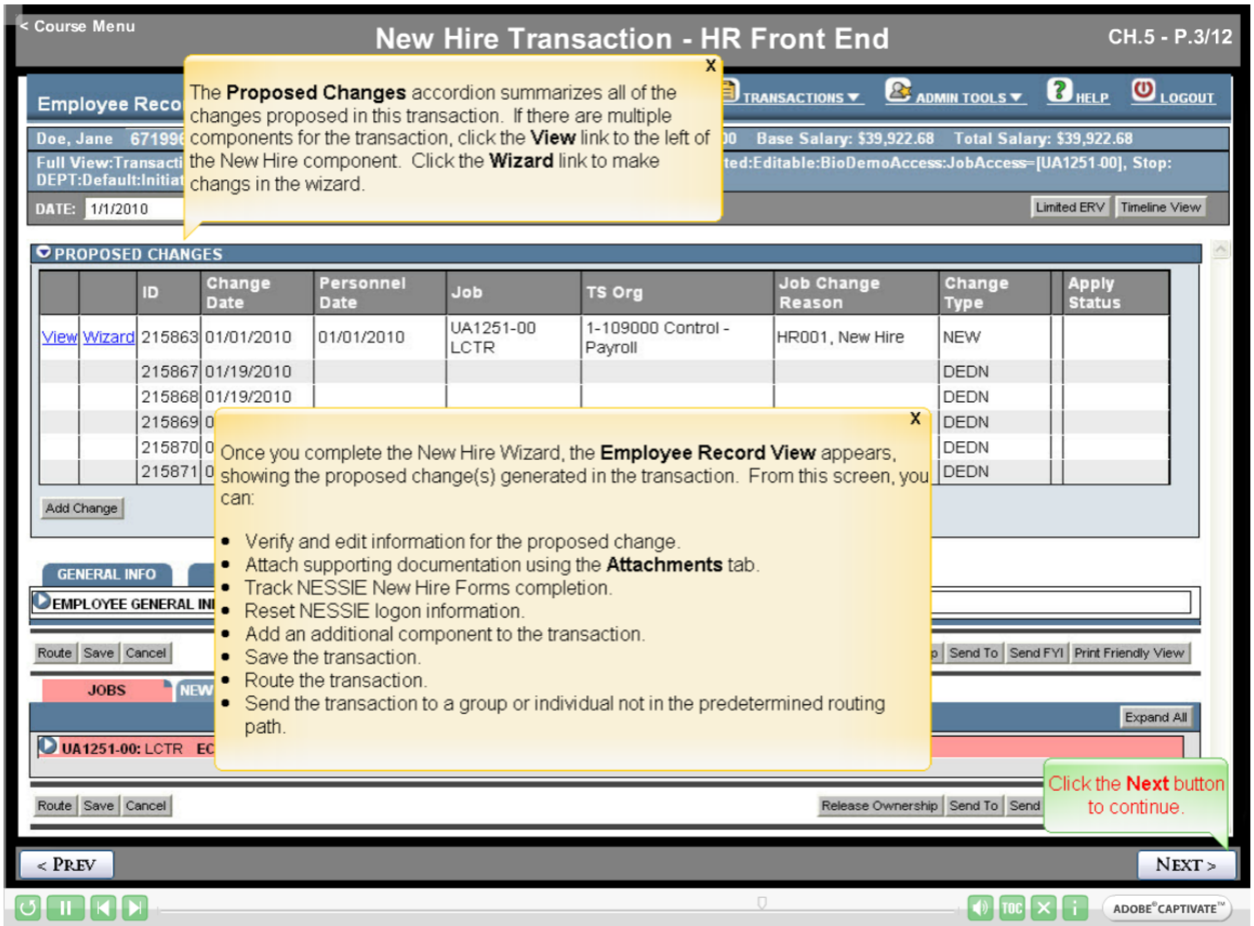
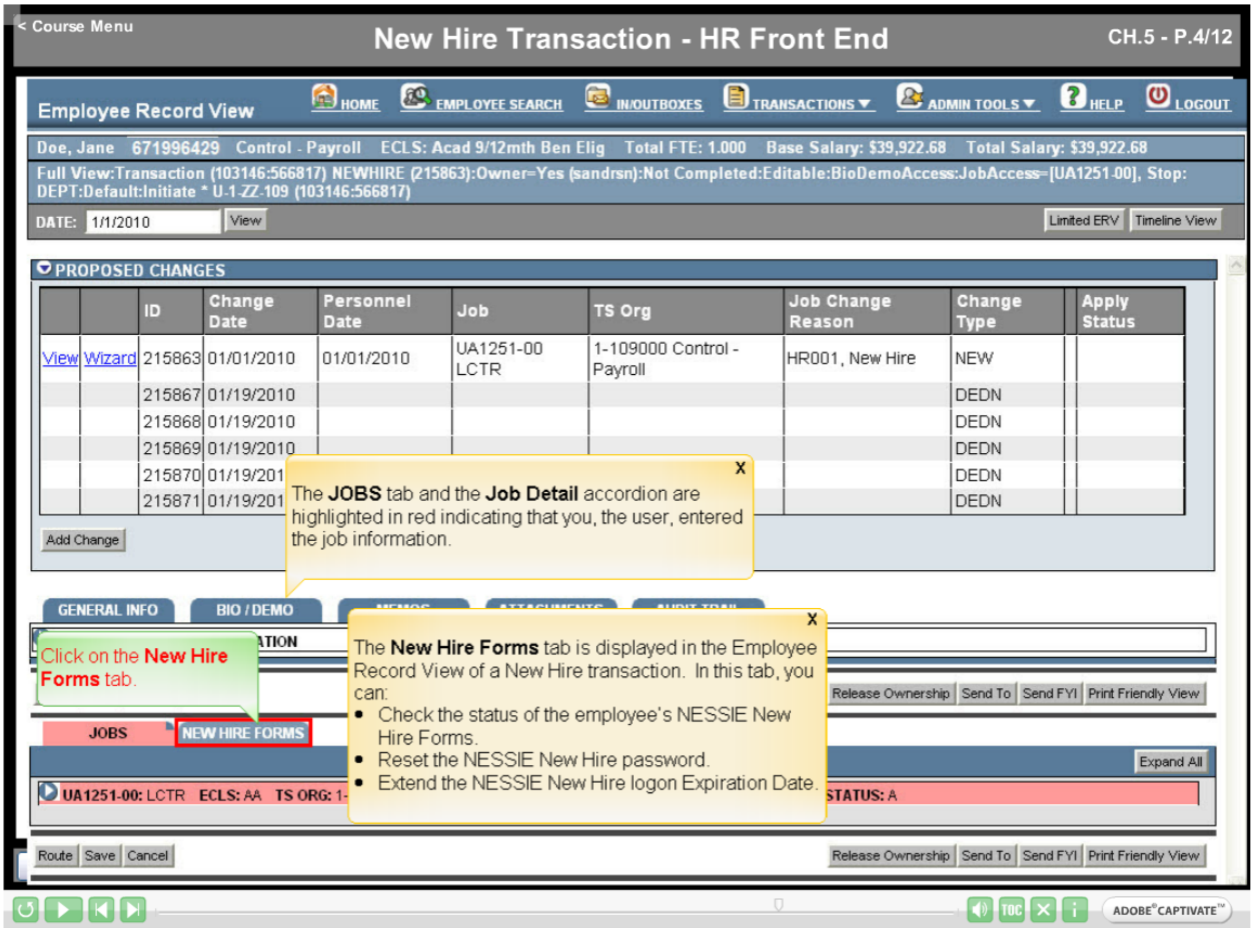

< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.1/12
Chapter 5
Reviewing the New Hire in ERV
In this Chapter, you will learn:
• How to review the transaction in the Employee Record View
• About the Proposed Changes
• About the New Hire Forms Tab
• How to Route
Click the Next button to continue.
< PREV
NEXT >

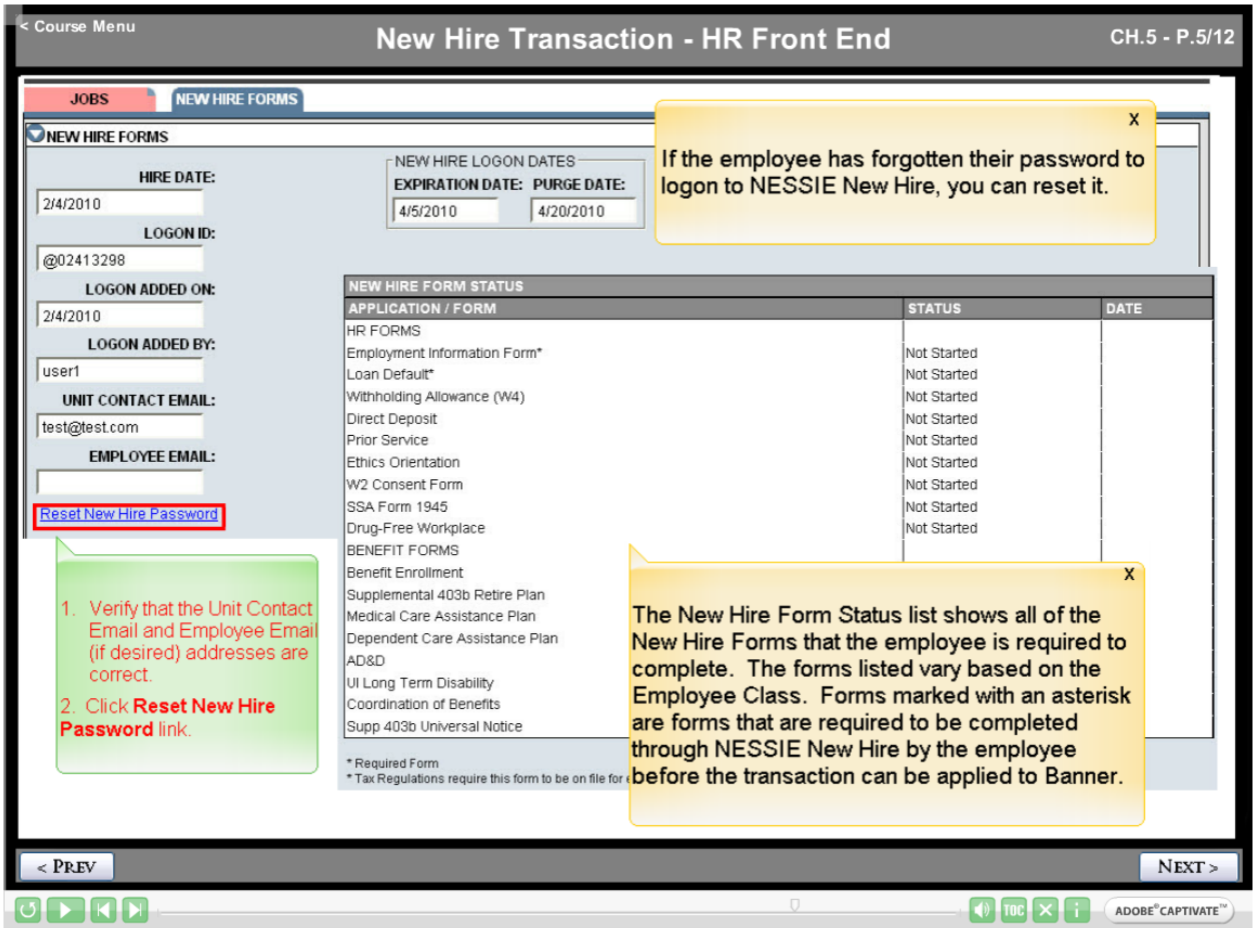

< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.2/12
JOB COMMENTS
Comments
UserID
Date
test
sandrsn
01-19-2010 12:31:00
sandrsn
01-19-2010 12:35
Add Comment
Continue
Save
Close
Click Continue.
X
Once you have added your comment on the Job Data screen, you are ready to continue to the Employee Record View.
< PREV
NEXT >
TOC
ADOBE CAPTIVATE

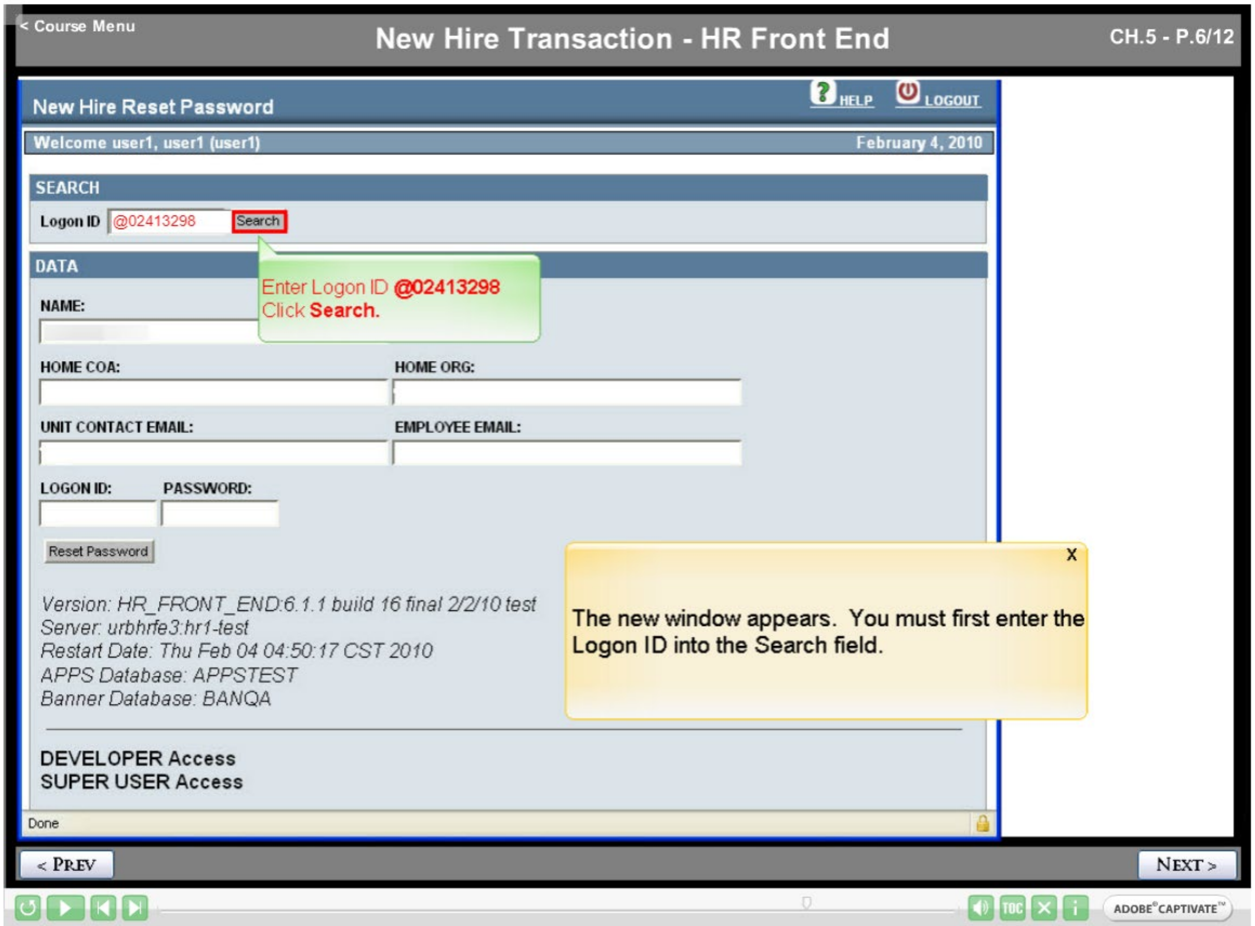


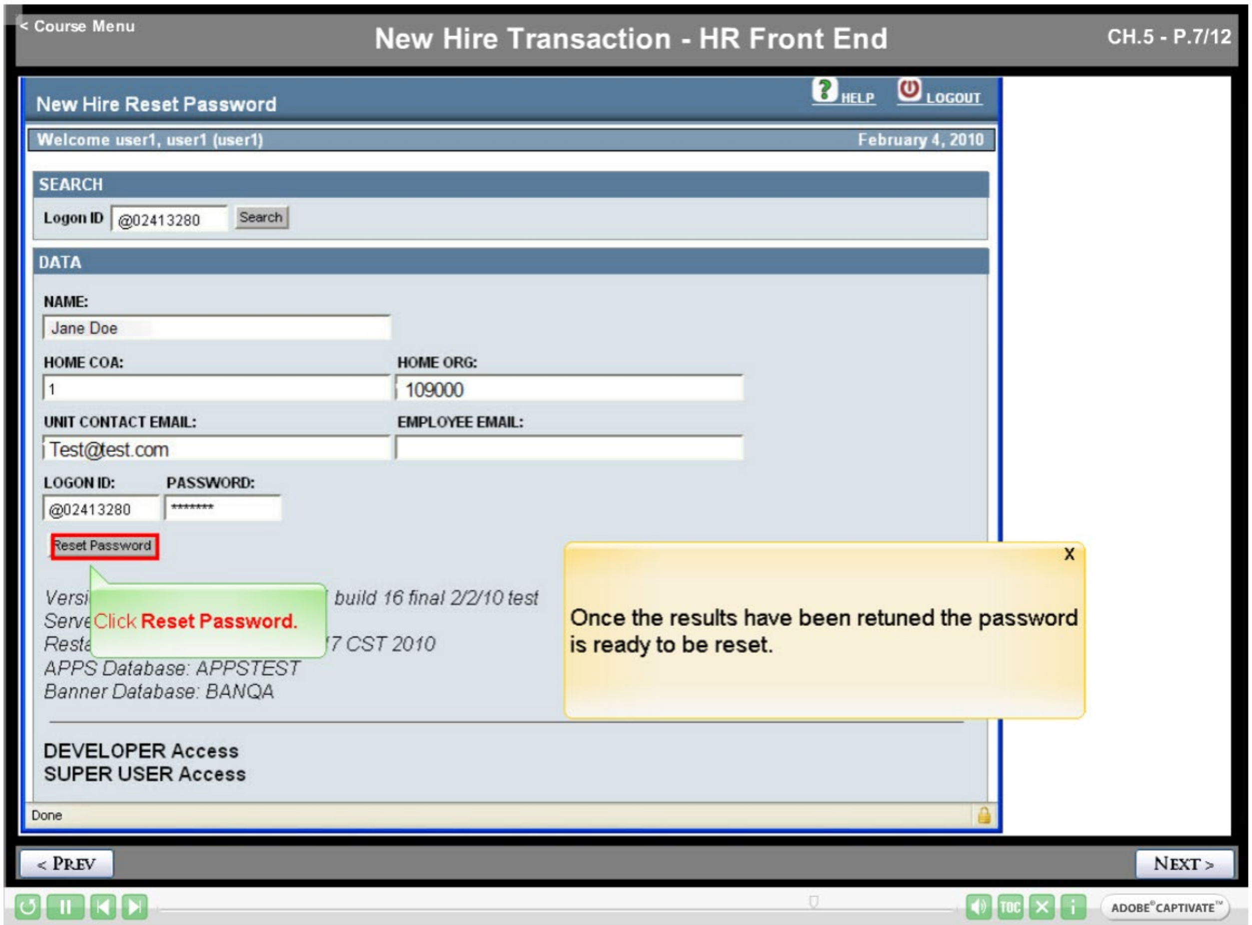
< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.3/12
Employee Reco
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Doe, Jane 671996
Base Salary: $39,922.68 Total Salary: $39,922.68
Full View:Transacti
DEPT:Default:Initiat
ted:Editable:BioDemoAccess:JobAccess=[UA1251-00], Stop:
DATE: 1/1/2010
Limited ERV
Timeline View
The Proposed Changes accordion summarizes all of the changes proposed in this transaction. If there are multiple components for the transaction, click the View link to the left of the New Hire component. Click the Wizard link to make changs in the wizard.
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View Wizard 215863 01/01/2010 01/01/2010 UA1251-00 LCTR 1-109000 Control - Payroll HR001, New Hire NEW
215867 01/19/2010 DEDN
215868 01/19/2010 DEDN
215869 DEDN
215870 DEDN
215871 DEDN
Add Change
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.
GENERAL INFO
EMPLOYEE GENERAL INI
Route Save Cancel
Send To Send FYI Print Friendly View
JOBS
NEW
Expand All
UA1251-00: LCTR
Route Save Cancel
Release Ownership Send To Send
Click the Next button to continue.
< PREV
NEXT >
ADOBE CAPTIVATE



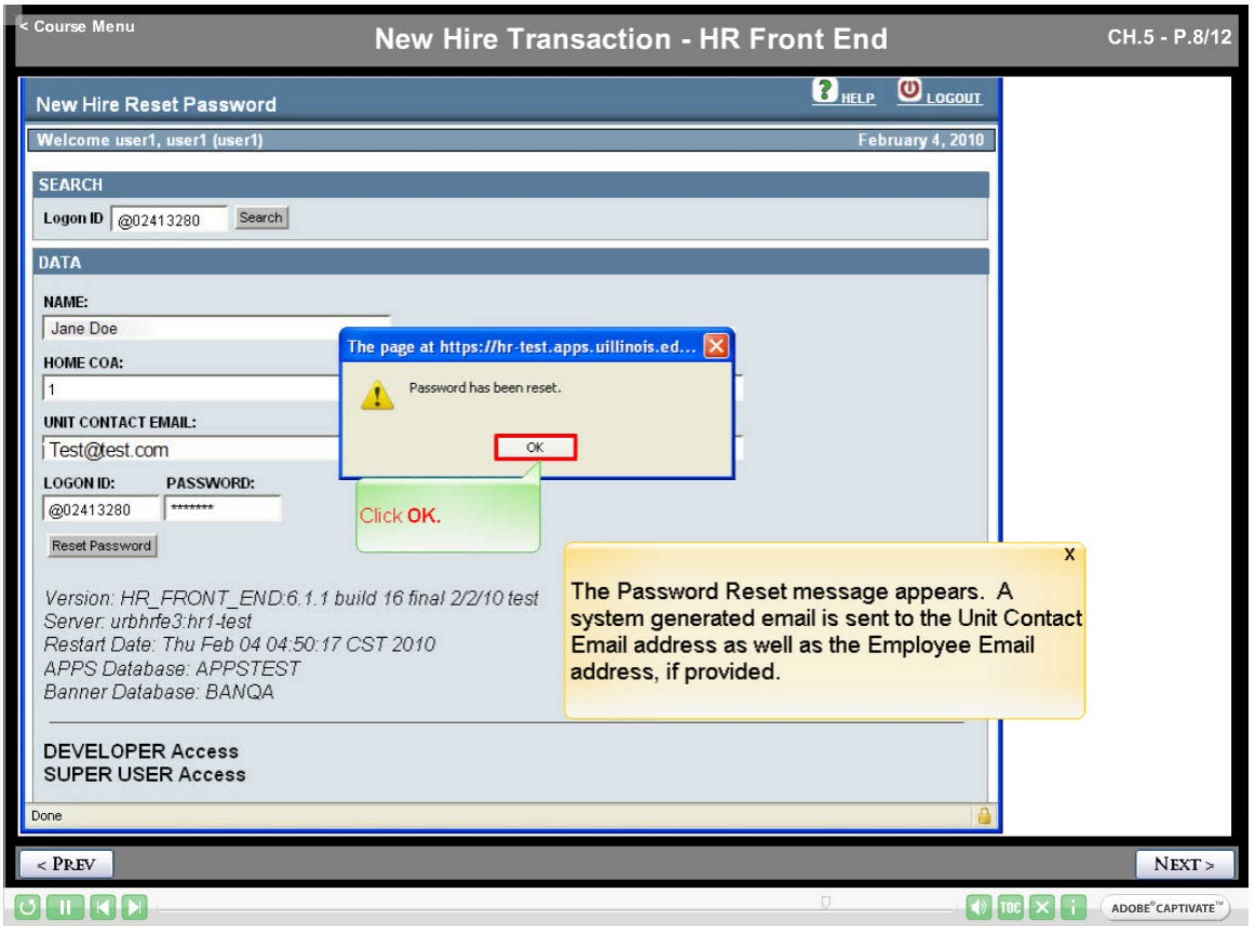
< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.4/12
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
TRANSACTIONS
ADMIN TOOLS
HELP
LOGOUT
Doe, Jane 671996429 Control - Payroll ECLS: Acad 9/12mth Ben Elig Total FTE: 1.000 Base Salary: $39,922.68 Total Salary: $39,922.68
Full View:Transaction (103146:566817) NEWHIRE (215863):Owner=Yes (sandrsn):Not Completed:Editable:BioDemoAccess:JobAccess=[UA1251-00], Stop: DEPT:Default:Initiate * U-1-ZZ-109 (103146:566817)
DATE: 1/1/2010 View
Limited ERV
Timeline View
PROPOSED CHANGES
ID
Change Date
Personnel Date
Job
TS Org
Job Change Reason
Change Type
Apply Status
View Wizard 215863 01/01/2010 01/01/2010 UA1251-00 LCTR 1-109000 Control - Payroll HR001, New Hire NEW
215867 01/19/2010 DEDN
215868 01/19/2010 DEDN
215869 01/19/2010 DEDN
215870 01/19/201 DEDN
215871 01/19/201 DEDN
Add Change
The JOBS tab and the Job Detail accordion are highlighted in red indicating that you, the user, entered the job information.
GENERAL INFO
BIO / DEMO
Click on the New Hire Forms tab.
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.
Release Ownership
Send To
Send FYI
Print Friendly View
JOBS
NEW HIRE FORMS
Expand All
UA1251-00: LCTR ECLS: AA TS ORG: 1-
STATUS: A
Route
Save
Cancel
ADOBE CAPTIVATE


< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.5/12
JOBS
NEW HIRE FORMS
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:
4/5/2010
PURGE DATE:
4/20/2010
If the employee has forgotten their password to logon to NESSIE New Hire, you can reset it.
NEW HIRE FORM STATUS
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
Supplemental 403b Retire Plan
Medical Care Assistance Plan
Dependent Care Assistance Plan
AD&D
UI Long Term Disability
Coordination of Benefits
Supp 403b Universal Notice
* Required Form
1. Verify that the Unit Contact Email and Employee Email (if desired) addresses are correct.
2. Click Reset New Hire Password link.
The New Hire Form Status list 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.
< PREV
NEXT >
ADOBE® CAPTIVATE™


< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.6/12
New Hire Reset Password
HELP
LOGOUT
Welcome user1, user1 (user1)
February 4, 2010
SEARCH
Logon ID
@02413298
Search
Enter Logon ID @02413298
Click Search.
DATA
NAME:
HOME COA:
HOME ORG:
UNIT CONTACT EMAIL:
EMPLOYEE EMAIL:
LOGON ID:
PASSWORD:
Reset Password
The new window appears. You must first enter the Logon ID into the Search field.
Version: HR_FRONT_END:6.1.1 build 16 final 2/2/10 test
Server: urbhrfe3:hr1-test
Restart Date: Thu Feb 04 04:50:17 CST 2010
APPS Database: APPSTEST
Banner Database: BANQA
DEVELOPER Access
SUPER USER Access
Done
< PREV
NEXT >
ADOBE CAPTIVATE



< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.7/12
New Hire Reset Password
HELP
LOGOUT
Welcome user1, user1 (user1)
February 4, 2010
SEARCH
Logon ID
@02413280
Search
DATA
NAME:
Jane Doe
HOME COA:
1
HOME ORG:
109000
UNIT CONTACT EMAIL:
Test@test.com
EMPLOYEE EMAIL:
LOGON ID:
@02413280
PASSWORD:
Reset Password
Click Reset Password.
build 16 final 2/2/10 test
7 CST 2010
APPS Database: APPSTEST
Banner Database: BANQA
Once the results have been retuned the password is ready to be reset.
DEVELOPER Access
SUPER USER Access
Done
< PREV
NEXT >
ADOBE CAPTIVATE


< Course Menu
New Hire Transaction - HR Front End
CH.5 - P.8/12
New Hire Reset Password
HELP
LOGOUT
Welcome user1, user1 (user1)
February 4, 2010
SEARCH
Logon ID
@02413280
Search
DATA
NAME:
Jane Doe
HOME COA:
1
UNIT CONTACT EMAIL:
Test@test.com
LOGON ID:
PASSWORD:
@02413280
Reset Password
The page at https://hr-test.apps.uillinois.ed...
Password has been reset.
OK
Click OK.
The Password Reset message appears. A system generated email is sent to the Unit Contact Email address as well as the Employee Email address, if provided.
Version: HR_FRONT_END:6.1.1 build 16 final 2/2/10 test
Server: urbhrfe3:hr1-test
Restart Date: Thu Feb 04 04:50:17 CST 2010
APPS Database: APPSTEST
Banner Database: BANQA
DEVELOPER Access
SUPER USER Access
Done
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NEXT >
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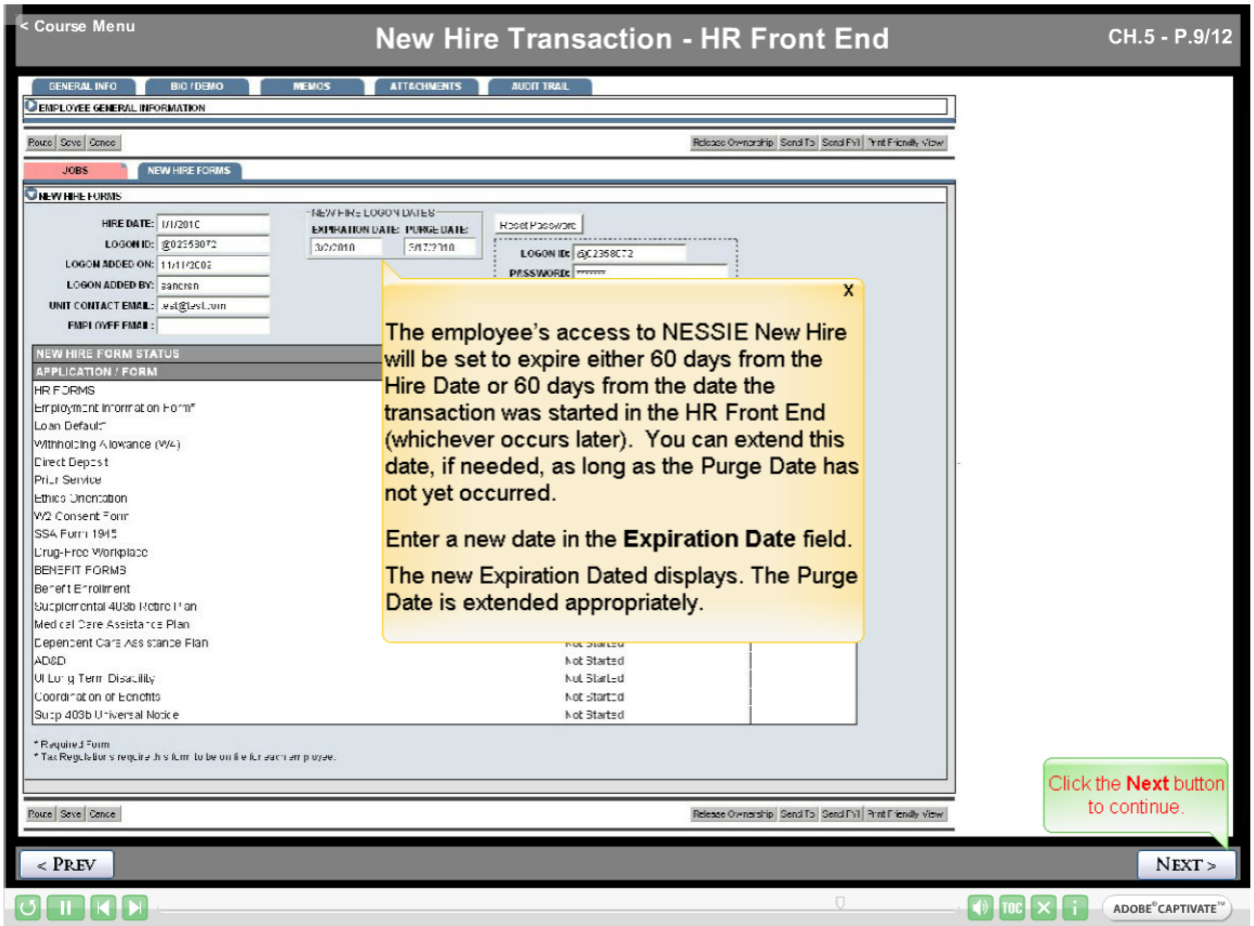
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New Hire Transaction - HR Front End
CH.5 - P.9/12
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
JOBS
NEW HIRE FORMS
NEW HIRE FORMS
HIRE DATE:
LOGON ID:
LOGON ADDED ON:
LOGON ADDED BY:
UNIT CONTACT EMAIL:
EXPIRATION DATE:
PURGE DATE:
LOGON ID:
PASSWORD:
NEW HIRE FORM STATUS
APPLICATION / FORM
HR FORMS
Withholding Allowance (W4)
W2 Consent Form
SSA Form 1945
Drug-Free Workplace
BENEFIT FORMS
Medical Care Assistance Plan
Dependent Care Assistance Plan
AD&D
Coordination of Benefits
Not Started
X
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.
Enter a new date in the **Expiration Date** field.
The new Expiration Dated displays. The Purge Date is extended appropriately.
Click the **Next** button to continue.
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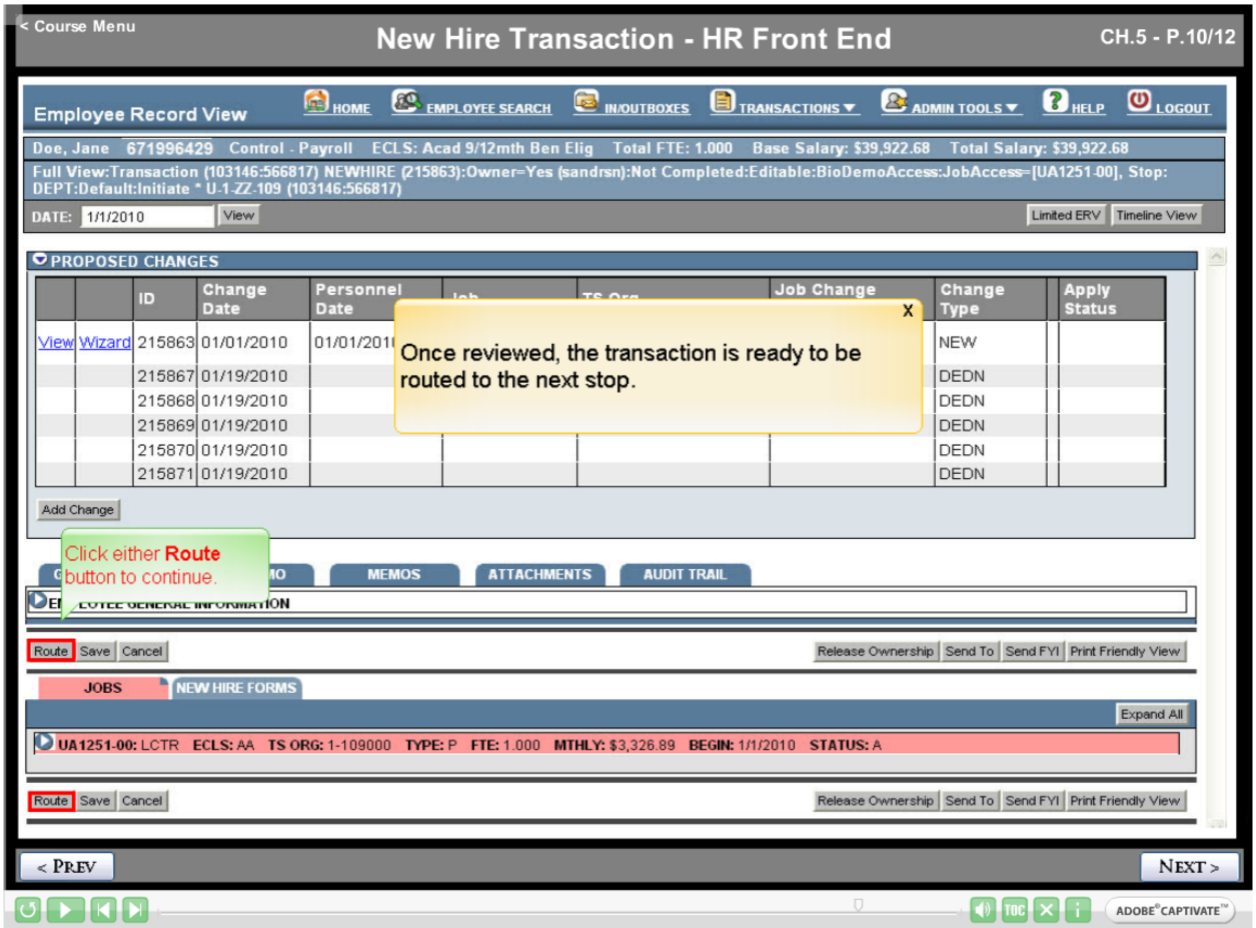
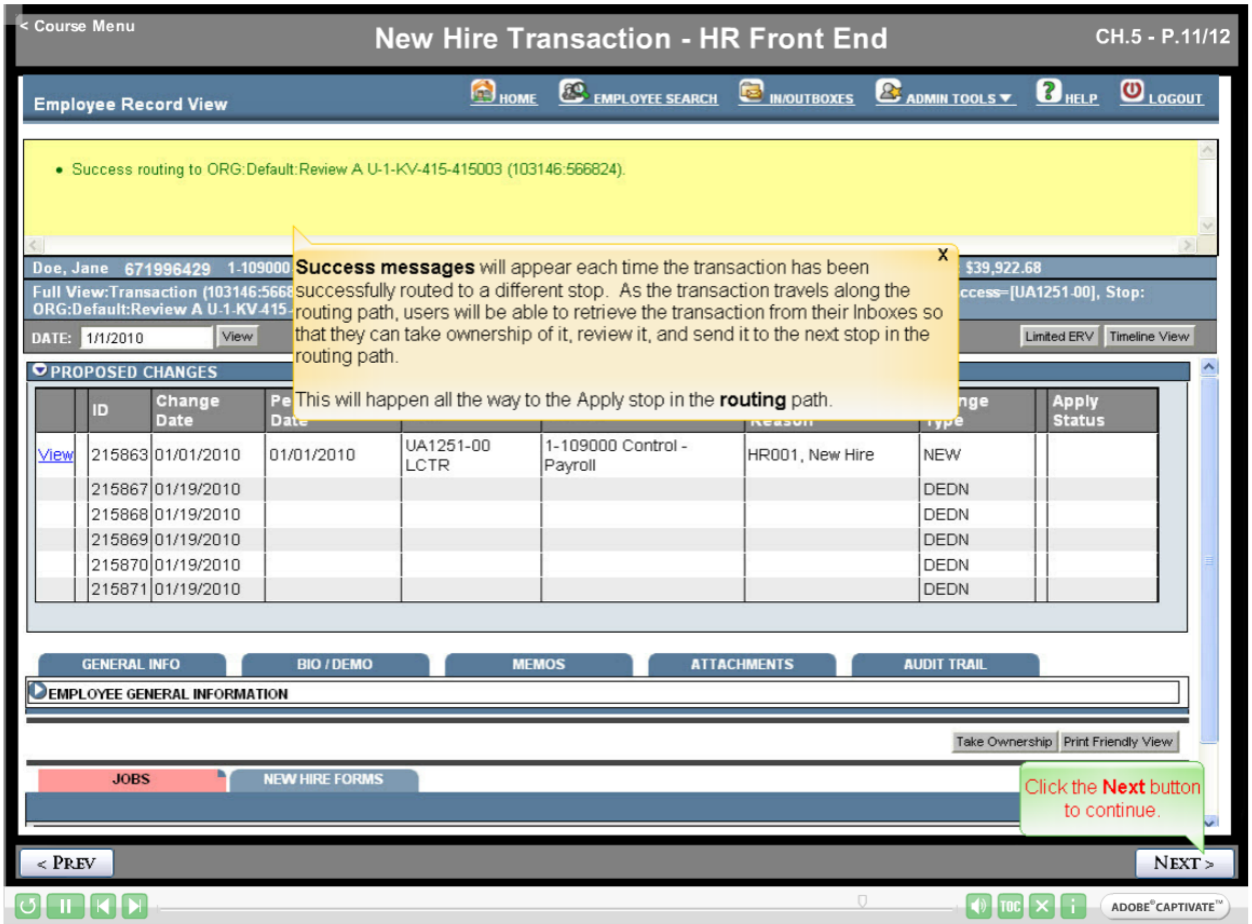


		ID	Change Date	Personnel Date	Job Change	Change Type	Apply Status
View	Wizard	215863	01/01/2010	01/01/2010		NEW	
		215867	01/19/2010			DEDN	
		215868	01/19/2010			DEDN	
		215869	01/19/2010			DEDN	
		215870	01/19/2010			DEDN	
		215871	01/19/2010			DEDN	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New Hire Transaction - HR Front End
CH.5 - P.11/12
Employee Record View
HOME
EMPLOYEE SEARCH
IN/OUTBOXES
ADMIN TOOLS
HELP
LOGOUT
Success routing to ORG:Default:Review A U-1-KV-415-415003 (103146:566824).
Doe, Jane 671996429 1-109000
$39,922.68
Full View:Transaction (103146:5668
ORG:Default:Review A U-1-KV-415-
ccess=[UA1251-00], Stop:
DATE: 1/1/2010 View
Limited ERV
Timeline View
PROPOSED CHANGES
Success messages will appear each time the transaction has been successfully routed to a different stop. As the transaction travels along the routing path, users will be able to retrieve the transaction from their Inboxes so that they can take ownership of it, review it, and send it to the next stop in the routing path.
This will happen all the way to the Apply stop in the **routing** path.
X
ID
Change Date
Apply Status
View 215863 01/01/2010 01/01/2010 UA1251-00 LCTR 1-109000 Control - Payroll HR001, New Hire NEW
215867 01/19/2010 DEDN
215868 01/19/2010 DEDN
215869 01/19/2010 DEDN
215870 01/19/2010 DEDN
215871 01/19/2010 DEDN
GENERAL INFO
BIO / DEMO
MEMOS
ATTACHMENTS
AUDIT TRAIL
EMPLOYEE GENERAL INFORMATION
Take Ownership
Print Friendly View
JOBS
NEW HIRE FORMS
Click the **Next** button to continue.
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NEXT >
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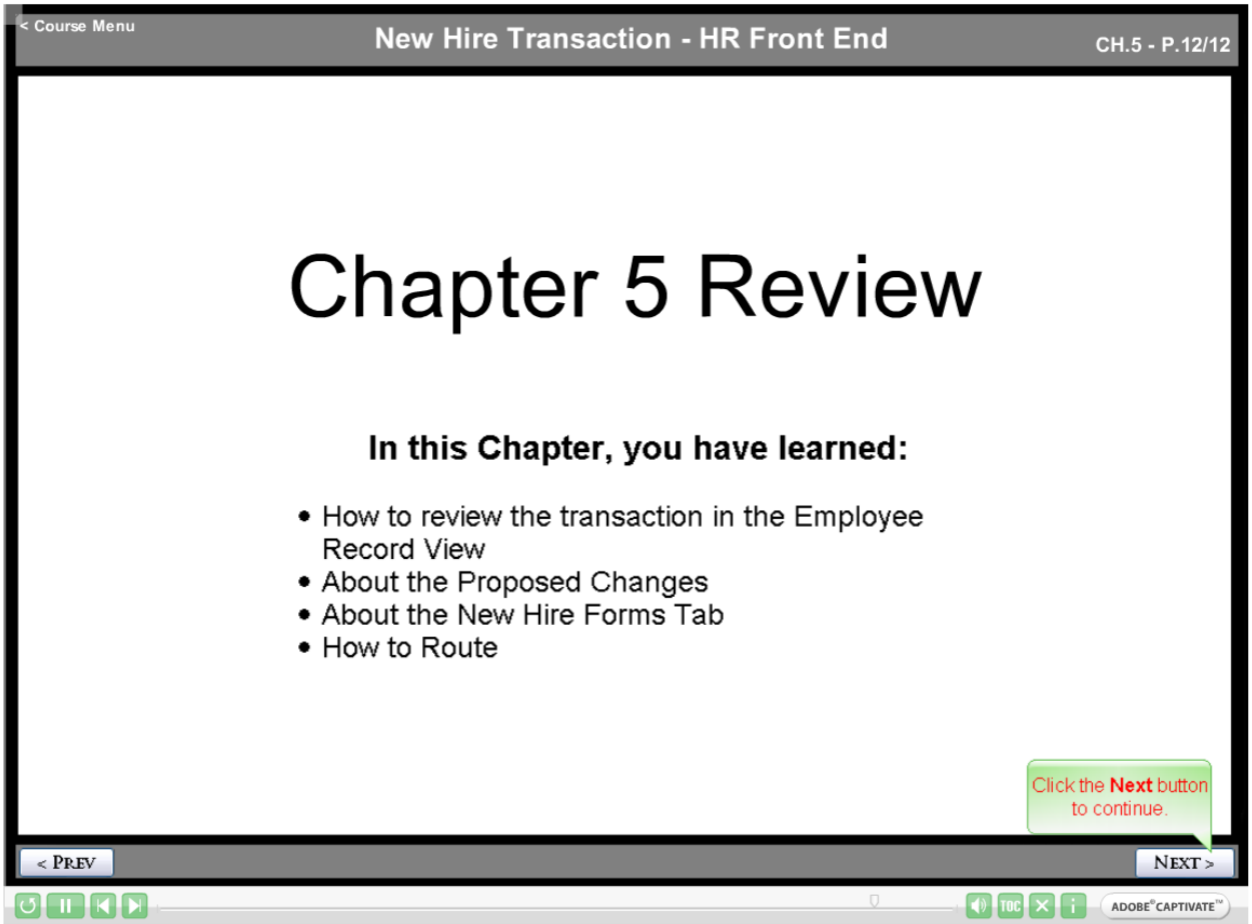
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New Hire Transaction - HR Front End
CH.5 - P.12/12
Chapter 5 Review
In this Chapter, you have learned:
• How to review the transaction in the Employee Record View
• About the Proposed Changes
• About the New Hire Forms Tab
• How to Route
Click the Next button to continue.
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New Hire Transaction - HR Front End
You have reached the conclusion of the Hew Hire Course. Feel free to navigate to any section of this course. In order to certify your completion of this course, please click the COMPLETE COURSE button below.
COMPLETE COURSE
UNIVERSITY OF ILLINOIS
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BEGIN COURSE
TOC
ADOBE® CAPTIVATE™