

PROCEDURE

Effective Date: September 8, 2008

Revised: April 23, 2012

Approved By: Director of Human Resources

Authority: [POL-U5400.11](#) Onboarding and
Verifying Employment Eligibility

Cancels:

See Also: [POL-U5400.08](#) Conducting Background Checks
New Hire Information [Webpage](#)
TSK-U5400.11A Updating Banner With I-9 Information

PRO – U5400.11A PROCESSING NEW HIRE DOCUMENTATION THROUGH HUMAN RESOURCES

Action by:Action:

Hiring Department

1. After receiving an acceptance of an offer for employment, **provides** new hire with link to [New Hire Information](#) webpage to review list of *New Hire Paperwork* and other important information. If new hire does not have access to internet, **prints** out paperwork and provides to new hire.
2. **Instructs** new hire to go to Human Resources (HR) BEFORE the start date to complete new hire paperwork.
3. **Informs** new hire that he/she will not be able to begin work until the department has been notified by HR that their paperwork is complete.
4. **Submits** one of the following applicable hiring forms to HR as soon as possible BEFORE start date.
 - Personnel Action Form
 - EPAF
 - Student Employment Salaried/Grant Funded Form

Human Resources

5. **Receives** hiring form.
6. **Holds** completion of form until receives all required paperwork from new hire.

New Hire

7. **Reviews** *New Hire Paperwork* webpage and **brings** appropriate documentation to Human Resources as soon as possible BEFORE start date.

HR

8. **Reviews** new hire documentation and assists new hire in completing forms.

PROCEDURE

Action by:

Action:

HR (cont.)

9. When new hire paperwork is complete, **informs** hiring department via a “completed” hiring form.

Hiring Department –
New Hire’s Supervisor

10. If confirmation from HR has not been received by the day before the start date, **contacts** new hire and **instructs** to report to HR before reporting to work.

11. **Prohibits** new hire from performing any work until receives confirmation from Human Resources.

12. **Ensures** hiring forms are updated with new start date if directed by HR.

HR

13. **Updates** Banner with I-9 completion date (TSK-U5400.11A)

14. **Retains** I-9 form in accordance with retention schedule.

15. **Reports** any unauthorized employment to HR Director.

HR Director

16. **Takes** or **directs** appropriate action.

17. **Ensures** documentation of action taken.