NON-Recruitment Event Form Overview
Agenda

• Purpose of Non – Recruitment Form
• What type of positions can you hire using the Non-Recruitment Form
• Work flow – who to send form to
• Key data points
• When to use tab 2 or 3 for multiple hires
• Questions
Non Recruitment Event Forms

Purpose of Non Recruitment Event Forms

- Create new position and hire employee into the position
- Maintain/Modify current positions (position attributes, title, etc) and hire employee into the position
- Refill current positions (no changes at all) and hire employee into the position

Used for the following:

- Creating, maintaining, refilling positions that do not need to be sent to SuccessFactors for Recruitment (must be on approved list).
- Hire multiple students or term adjuncts that are not recruited for all from one excel document.
What type of positions can you hire using the Non-Recruitment Form

The Non-Recruitment event forms should be used for the following positions **ONLY**:

- Student Worker (S1)
- Work Study Student (S1)
- Graduate Assistant (S1)
- Intern (I1)
- Term Adjunct (F9)
- COM Adj 1-64% (FC)
- Lecturer (F9)
- Corporate (N4) Non-Employee
- Volunteer (N3) Non-Employee
- Visiting Scholar (N3) Non-Employee
- Clinical Instructor (N4) Non-Employee
- Emeritus w/o pay (R2)
- Non-Emeritus (R2)
- Emeritus w/pay (R2)
- Affiliated Faculty (F8)
- Dept Head (Additional Assignment)
- Interim Dean (Additional Assignment)
Workflow for Non Recruitment Event Form

Non-Employee, No-Pay Additional Assignments & Faculty Positions

- **New Position**: Hiring Coordinator > VP Review and Approval > Compensation Review and Create Position in UCFlex > HR Operations process hire
- **Modify/Maintain Position**: Hiring Coordinator > VP Review and Approval > Compensation Review and Update Position in UCFlex > HR Operations process hire
- **Refill Position**: Hiring Coordinator > VP Review and Approval > HR Operations process hire

Student & Term Adjunct Positions

- **New Position**: Hiring Coordinator > Compensation Review and Create Position in UCFlex > HR Operations process hire
- **Modify/Maintain Position**: Hiring Coordinator > Compensation Review and Update Position in UCFlex > HR Operations process hire
- **Refill Position**: Hiring Coordinator > HR Operations process hire
Regular (R) = Positions that are filled by full and part time staff and faculty. (Benefit eligible)

Project (T) = Positions that are filled by temporary employees, students workers, etc. for a specified period of time. (Ex. Adjunct, Student, GA, Corp EE, Volunteers, Affiliated, other misc.)
### Key Data Points

#### Appropriate Action Type and Action Reason Combinations

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Action Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehire</td>
<td>With a Service Break</td>
</tr>
<tr>
<td>Rehire</td>
<td>Without a Service Break</td>
</tr>
<tr>
<td>Additional Pers. Assignm</td>
<td>Primary Assignment</td>
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<tr>
<td>Additional Pers. Assignm</td>
<td>Additional Assignment</td>
</tr>
<tr>
<td>UC Hire</td>
<td>Initial Hire</td>
</tr>
<tr>
<td>Org Reassignment</td>
<td>Transfer</td>
</tr>
<tr>
<td>Org Reassignment</td>
<td>Promotion</td>
</tr>
<tr>
<td></td>
<td>Demotion</td>
</tr>
</tbody>
</table>
Key Data Points

Work Site Location: Campus location of the college or department that is hiring for the position and/or is the position's primary working location.

| Work Site Location: | Main Campus (02) | Work Tax Authority: | OH59 - Cincinnati (Uptown Campus & I-75) |

Work Tax Authority: Select the city where the position will be located and the hired employee will work, if not listed select OH as default. Contact Pay Roll Operations for questions 513-556-2451.

Supervisor Role: Is the position you are creating going to supervise or manage other UC employees

| Supervisor Role? | No (0=Non-Manager/Non | Position Report To: | 70012345 |
| Chief of Org Unit? | No | (Enter position # of supv.) | Blake Shelton |

Position Reports To: Is the Position Number of the Employee who will be supervising or managing the position you are hiring for.
Planned Compensation and Cost Distribution on the Position

Positions paid via recurring payment require completion of a recurring pay PCR after the hire is complete in UCFlex.
Ensure the SSN# and M# are filled in

| Person information to be used to assign them in position for a non-recruitment event |
|---------------------------------|---------------------------------|---------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| First Name:                     | MI                             | Last Name:                      | Suffix:            | Address:         | County:          | City:           | State:          | Zip              |
| Cariio                          | A                              | Underwood                      |                   | 1234 Hope Dr     | Hamilton         | Cincinnati      | Ohio            | 45246            |
| Date of Birth:                  | Gender:                        | Phone #:                       | SS#:              | UC ID:           | Final Annual     | Final Hourly    | Final Start Date | Background Check |
| 12/15/80                        | Female                         | 513-556-6381                   | 123-11-1234       |                 | Salary           | Rate            | 5/1/2015        | Complete if     |
|                                 |                                |                                |                   |                 |                 |                 |                 | Applicable       |

Note: If a background check is required for student or term adj do not submit the form until it is complete.

For Work Study Students the Final Hourly Rate should only be the amount paid by UC. The Recurring Pay PCR will need to be completed for the work study amount after completion of the hire in UCFlex.

| Person information to be used to assign them in position for a non-recruitment event |
|---------------------------------|---------------------------------|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| First Name:                     | MI                             | Last Name:                      | Suffix:            | Address:         | County:          | City:           | State:          | Zip              |
| Justin                          | A                              | Beber                          |                   | 123 Happy Dr     | Hamilton         | Cincinnati      | Ohio            | 45221            |
| Date of Birth:                  | Gender:                        | Phone #:                       | SS#:              | UC ID:           | Final Annual     | Final Hourly    | Final Start Date | Background Check |
| 5/5/90                          | Male                           | 513-556-6381                   | 123-11-1234       | M00123456        | 8.5              |                 | 5/1/2015        | Complete if     |
|                                 |                                |                                |                   |                 |                 |                 |                 | Applicable       |

Note: If a background check is required for student or term adj do not submit the form until it is complete.
Email Subject Line

To help expedite processing of the hire please use the following information in the email subject line:

- Employee’s Name (last, first)
- NRE (for Non Recruitment Event)
- M1 or B1 (M1 = Monthly paid or B1 = Bi-weekly paid)
- Actual Start Date (MM.DD.YYYY)

Example: Smith, John - NRE - B1 - 06.08.2015

Please see attached Non-Rec Form to hire a student worker.

Thanks,
Initiator/Hiring Coordinator Key Points:

1. Enter information in all editable fields under the “POSITION INFORMATION & ATTRIBUTES” section.
   • For a refill position, ensure correct position number has been entered.
   • Every hire should have an individual position number.
   • For a new Affiliated Faculty and Additional Assignment position include the Employee Sub-Group in the “Justification for Position” section. Faculty positions may have more than one sub-group, so if this information is not included, the form may be returned to the Initiator/Hiring Coordinator by the Department of Compensation, causing a delay in processing.

2. Enter information in all editable fields under the “PERSON INFORMATION”
   • Ensure final start date is the actual first day of work. This is to ensure we are in compliance with I-9 verification.
   • If a background check is required for this position, do not submit the form until the background check has been adjudicated and approved. Select “Yes” in the background check field when complete.

3. Add appropriate subject line to email and send attached document to the appropriate approver (Unit Level, VP Designee or HR Operations)
Unit Level and/or VP Designee Approver:

1. Review form justification and verify budget availability for position, if applicable.

2. If approved, complete the “APPROVALS” section of the form and submit as follows:
   - A Refill should have no changes to the position attributes therefore the form will be sent directly to HR Operations mailbox at hris@ucmail.uc.edu.
   - A position that has changes should be sent to hrcomp@ucmail.uc.edu. Please ensure changes are noted in the “Justification of Position” field prior to sending.
   - For creating a new position, the form should be sent to hrcomp@ucmail.uc.edu for the position to be created in UCFlex.

3. Ensure email subject line is as follows to expedite processing based on payroll runs:
   - Employee’s Name (last, first)
   - NRE (for Non Recruitment Event)
   - M1 or B1 (M1 = Monthly paid or B1 = Bi-weekly paid)
   - Actual Start Date (MM.DD.YYYY)
   (Example: Smith, John - NRE - B1 - 06.08.15)
Multiple Hires for the Same Exact Position

- Use tab 2 and/or 3 to complete hire events for multiple employees for the same positions
  - Requirements:
    - All the position attributes must be the same
      - Must be in the same Organizational Unit
      - Must have the same Supervisor (Position Reports To)
      - Must have the same planned comp and cost distribution
    - Complete tab 1 with all “POSITION INFORMATION & ATTRIBUTES”
    - Complete tab 2 and/or 3 with all of the future employee information
      - If you have position numbers for each person enter the individual number next to each name.
      - If you do not have position number send the form to Compensation and positions will be created and the individual numbers added to the spreadsheet for each person.