NEW HIRE DOCUMENTS CHECKLIST

Employee Authorization to Work Process

Before starting this process the candidate’s applicant status must be changed to Hiring Complete in PeopleAdmin.

1. Begin the “Employee Authorization to Work Process” after you have received an email confirming your selected candidate’s information is in UCFlex.

2. Visit the HR website at www.uc.edu/hr and select the Manager’s Toolkit.

3. Locate the New Hire Documents Checklist.

4. Access the New Hire Documents Checklist by entering your log in and password.

5. Begin typing in the “Search Name From Database” field the last name of the candidate you are sending to the documents collection site.

6. Use this format for typing in the name: last name,first name. DO NOT PUT A SPACE BETWEEN THE COMMA AND THE FIRST NAME.

7. Select your candidate’s name when it appears. Note: Employees must be in UC Flex in order for their names to appear in the drop down selection list.

8. Select the appropriate job title.

9. Click on Submit

The form will be sent electronically to the holding area within the New Hire Documents program to await the arrival of your selected candidate at one of the document collection sites.

Please visit the HR website at www.uc.edu/hr for comprehensive information regarding Onboarding your new Staff, Students and Faculty members or contact your HRSC team at 556-6381.