1. Registers for PeopleAdmin (PA) Hiring MGR Training

(a) Manager Trained
(b) MGR Requests PA Account
(c) PA ACCT Approved
(d) Supervisor Emails HR with DEPTS for POSITION ACCESS

2. Hiring MGR Establishes Need for New POSITION

(a) MANAGER TRAINED
(b) MGR REQUESTS PA ACCOUNT
(c) PA ACCT APPROVED
(d) SUPERVISOR EMAILS HR WITH DEPTS FOR POSITION ACCESS

3. Hiring MGR Creates Requisition

4. Req. Workflow Depends on Position/Area/Job Code

5. HR Posts the Position & Runs Ads, Etc.

6. Hiring MGR Reviews Applications

7. Hiring MGR Identifies Finalist

8. OEO Approval

9. DEPT SEND CONTINGENT OFFER LETTER

10. BACKGROUND CHECK Requested

(a) DEPT ORDERS BG CHECK
(b) LINK EMAILED TO CANDIDATE TO COMPLETE BG CHECK FORM

11. Hiring MGR Notified When BG Check Complete

12. Background Hearing Scheduled

12a. Background Hearing Scheduled

(a) HR REVIEWS POS.BG CHECK APPROVALS
(b) HIRE FORM SENT TO DATA OPS
(c) POS. FILLED

13. Data Ops Enters Candidate into UC FLEX Via PAAD

14. New Hire Entered into UC FLEX

15. HR Sends Out Orientation List

16. New Hire Sent to UC FLEX

(a) HR REVIEWS POS.BG CHECK APPROVALS
(b) HIRE FORM SENT TO DATA OPS
(c) POS. FILLED

17. UC FLEX Sends Email to Hiring MGR Notifying New Hire Has Been Entered

18. DEPT WILL ADJUDICATE THE BACKGROUND CHECK

19. DEPT SENDS CONTINGENT OFFER LETTER

20. OEO APPROVAL

21. NEW HIRE ENTERED INTO UC FLEX
Friday, May 25, 2012

UNIVERSITY OF CINCINNATI – HUMAN RESOURCES
FACULTY HIRING PROCESS

17. HR enters new hire into checklist

18. Faculty completes new hire documents

19. Front Desk onboards new hire

20. Front Desk scans all docs - onbase & footprints

21. Front Desk authorizes new hire to work

22. Data Ops logs into footprints & reviews UC Flex record

23. Data Ops enters I9, SSA, DMA information into UC Flex

24. Data Ops enters all new hire info & unlocks record

25. Data Ops will ‘X’ out of footprints records

26. Data Ops changes status to closed in footprints

27. Optional - Faculty completes online orientation

17A. Business unit enters new hire into checklist

18A. Intl sends new hire the link to hire documents

19A. Intl hire makes appt to meet with Intl dept

20A. Intl dept and new hire complete and process hire documents

21A. Intl dept reviews documents

22A. Intl ee brings SSN to HR

HR completes E-verify process

NOTE: HR completes follow up for TNCS

U.S. or Intl hire?

Intl new hire completes information

Intl new hire goes to HR/authorized business location to complete the documents.

Processes I9, SSA, DMA, Ohio Ethics

(a) Reviews I9, SSA, for accuracy
(b) Uses date signed on DMA and SSA as completed date in UC Flex

Intl dept reviews documents

Documents processed and scanned into footprints

Intl hire makes appt to meet with Intl dept

Intl dept completes and processes hire documents

Intl hire completes information

Intl new hire goes to HR/authorized business location to complete the documents.