STUDENT HIRE NEEDED

1. Registers for PeopleAdmin (PA) Hiring Mgr Training
   - NEW MGR
   - NEW OR EXISTING MGR?
   - EXISTING MGR
   - GO TO #3

2. (a) Manager trained
   (b) MGR requests PA account
   (c) PA acct approved
   (d) Supervisor emails HR with Depts for position access

3. Hiring MGR establishes need for new position

4. Hiring MGR creates requisition

5. HR posts the position & runs ads, etc.

6. Hiring MGR reviews applications

7. Hiring MGR identifies finalist

8. Background check requested
   - YES
   - Background check approved
   - Background check requested
   - NO

9. Hiring MGR notified when background complete

10. HR reviews pos/bg ck/approvals & hire form to Data Ops

11. Data Ops enters candidate into UC Flex via PA40

12. New hire entered into UC Flex

13. Hiring MGR logs into checklist to locate new ee

14. Department enters new hire into checklist

15A. Background hearing scheduled

15B. Background hearing approved

15C. Background hearing NOT approved

10A. Background hearing requested

Candidate made hiring complete

Overnight download from PA to print hiring proposal

(a) HR locates employee
(b) Verifies not active
(c) Verifies re-hire or initial hire status

UC Flex sends email to hiring MGR notifying new hire has been entered

Kronos ID set up

(new hire)
15. FRONT DESK ONBOARDS NEW HIRE

16. FRONT DESK VERIFIES FORMS RECEIVED ARE COMPLETE

17. FRONT DESK AUTHORIZES NEW HIRE TO WORK

18. DATA OPS REVIEWS DMA, SSA, I9 FOR ACCURACY

19. DATA OPS LOGS INTO FOOTPRINTS & REVIEWS UC FLEX RECORD

20. DATA OPS ENTERES ALL NEW HIRE INFO/ UNLOCKS RECORD

21. DATA OPS WILL ‘X’ OUT OF FOOTPRINTS RECORDS

(a) REVIEWS DMA, SSA, I9 FOR ACCURACY
(b) USES DATE SIGNED ON DMA AND SSA AS COMPLETED DATE IN UC FLEX

15A U.S. HIRE enters new hire into checklist

16A U.S. HIRE sends new hire the link to hire documents

17A U.S. HIRE MAKES APPT TO MEET WITH U.S. DEPT

18A U.S. DEPT REVIEWS DOCUMENTS

19A U.S. DEPT REVIEWS DOCUMENTS

20A U.S. DEPT REVIEWS DOCUMENTS

(b) REVIEWS DMA, SSA, I9 FOR ACCURACY
(a) USES DATE SIGNED ON DMA AND SSA AS COMPLETED DATE IN UC FLEX

15A INTERNATIONAL HIRE enters new hire into checklist

16A INTERNATIONAL HIRE sends new hire the link to hire documents

17A INTERNATIONAL HIRE MAKES APPT TO MEET WITH INTERNATIONAL DEPT

18A INTERNATIONAL DEPT REVIEWS DOCUMENTS

19A INTERNATIONAL DEPT REVIEWS DOCUMENTS

20A INTERNATIONAL DEPT REVIEWS DOCUMENTS

(a) REVIEWS DMA, SSA, I9 FOR ACCURACY
(b) USES DATE SIGNED ON DMA AND SSA AS COMPLETED DATE IN UC FLEX

15A INTERNATIONAL HIRE enters new hire into checklist

16A INTERNATIONAL HIRE sends new hire the link to hire documents

17A INTERNATIONAL HIRE MAKES APPT TO MEET WITH INTERNATIONAL DEPT

18A INTERNATIONAL DEPT REVIEWS DOCUMENTS

19A INTERNATIONAL DEPT REVIEWS DOCUMENTS

20A INTERNATIONAL DEPT REVIEWS DOCUMENTS

(a) REVIEWS DMA, SSA, I9 FOR ACCURACY
(b) USES DATE SIGNED ON DMA AND SSA AS COMPLETED DATE IN UC FLEX

22. DATA OPS CHANGES STATUS TO CLOSED IN FOOTPRINTS

(a) CHANGES ISSUE BUTTON TO EMPLOYMENT
(b) ISSUE CATEGORY TO HIRE PROCESS

NOTE: HR COMPLETES FOLLOW UP FOR TNCS