

NEW FACULTY AND STUDENT WORKER NEW HIRE DOCUMENTS CHECKLIST

New Faculty and Student Worker Authorization to Work Process

Before Starting this process the candidate's applicant status must be changed to Hiring Complete in PeopleAdmin

1. Begin the "New Faculty and Student Worker Authorization to Work Process" after you have received an email confirming your selected candidate's information is in UCFlex.
2. Visit the HR Web site 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 the following format to type in the name: last name,first name – **DO NOT PUT A SPACE BETWEEN THE COMMA AND THE FIRST NAME.**
7. Select your new faculty or student worker candidate's name when it appears. Note: New faculty and student workers 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 Checklist program to await the arrival of your selected candidate at one of the document collection sites which are located at the One Stop Student Services Center in University Pavilion OR Human Resources in University Hall, Room 340.

Please visit the HR Web site 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.