UAccess Employee

New Hire Process Checklist – All Classifications

- ☐ Business Office informed of the need for a new or replacement position
- ☐ Available budget confirmed
  - Use Budget Office web site (account # needed)
- ☐ Identify PCN
  - Use Position Cross Reference in UAccess Employee or Vacant Position report in UAccess Analytics (Business Manager Home Page)
    - ☐ Make sure PCN is actively funded
      - Use Position Distribution Request form
    - ☐ Time Approver assigned to PCN
      - Use Modify/Create Position Request form
    - ☐ Position Management questions answered
      - Use Modify/Create Position Request form
    - ☐ PCN Set-up for Work Study (student hires only)
      - Use Modify/Create Position Request form
- ☐ Publicize employment opportunity in appropriate locations
  - Career Track – faculty, appointed, and classified
    - Make note of Career Track job number for future use
  - Wildcat Job Link – grad assistant/associate
- ☐ Verify employment eligibility (FTE, DCC status, visa status, class enrollment for grad/student hires)
- ☐ Offer letter created
  - Use RPO for offer letters to applicable faculty/appt
  - Template on HR website
    - ☐ Offer letter approvals
      - ☐ Department approval(s)
      - ☐ College approval (if applicable)
      - ☐ Provost (if applicable)
      - ☐ Other position specific approvals
    - ☐ Offer letter accepted
      - Signed offer letter returned from pending hire (includes Grads)
- ☐ Initiator completes and submits New Hire Request Form
  - Required attachments: Signed offer letter (includes grads), application (excludes grads and students), resume'/CV (if required in Career Track), if a non- competitive hire, then attach all required documents stated in the Noncompetitive Selection Policy (http://policy.arizona.edu/human-resources/noncompetitive-selection)
  - Requires Career Track job number (excludes grads and students)
  - Submitted request triggers electronic I-9 unless Remote I-9 box is checked on form
- ☐ Pending hire completes hiring forms in UAccess Employee (New Employee Work Center)
  - Completed forms trigger final approval by Systems Control
  - Completed electronic I-9 routes separately for approval and E-Verification
    ***Note**: Systems Control must have copies of employment eligibility documentation for this final approval.*
- ☐ New hire accepts contract in UAccess Employee (does not include students or classified staff)
- ☐ New hire Active and eligible for NetID+