

# UAccess Employee Manager Self Service



## New Hire Request Form

### Employee Classification Comparison Grid

The New Hire Request form is used to hire all employee classifications (Faculty, Appointed Personnel, Classified Staff, Graduate Assis/Assoc, and Students). This grid compares the fields in this form that may be different based on the employee classification chosen.

Red asterisk (\*) indicates a required field.

New Hire Request Form: Section Name	Employee Classification			
	Classified	Fac/Appt	Grad	Student
<b>Position Information</b>	* Defaults based on PCN - update as needed	* Defaults based on PCN - update as needed	* Determined by PCN	* Determined by PCN
Class Indc.			Indicate the type and number of years	N/A
Grad Level (not required)	N/A	N/A	* Limited to .25, .33, .66, .75	* Business rules limit student FTE by semester
FTE	*	*	* Requirement is based on Position Management Questions	* Requirement is based on Position Management Questions
Acct for Background check	*	*		
<b>Benefits Information</b>	* Defaults to Benefits Eligible	* Defaults to Benefits Eligible	N/A	N/A
Benefits Eligibility				
Retirement Eligibility	*	*	N/A	N/A
<b>Additional Employment Information</b>		* Limited to Academic or Fiscal	* Limited to Academic or Fiscal	N/A
Contract Type	N/A			
Contract Period	N/A	N/A	* Limited to Spring or Fall or Full Year	N/A

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Voting Code	N/A	Defaults to Non-Voting/NA	N/A	N/A
Contract Rate Adjustment?	N/A	Defaults to No	Defaults to No	N/A
Contract Status (MYR, NTE, TE, T)	N/A	*	N/A	N/A
TE/TC Date	N/A	*Required for Tenured Eligible	N/A	N/A
Academic Home Department	N/A	*Required for: Multi-Year, Non-Tenured Eligible, Tenured Eligible	N/A	N/A
T/C Home-Tenured Continuing	N/A		N/A	N/A
Offer Number	N/A	*Required for Tenured and Tenured Eligible	N/A	N/A
Offer Link	N/A	Available for Tenured and Tenured Eligible	N/A	N/A
Career Track Posting #	*	*	N/A	N/A
Competitive Hire	*	*	N/A	N/A
Non-Competitive Reason	*Required for Non-Competitive Hires	*Required for Non-Competitive Hires		

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<b>Compensation</b>	Determined by PCN	*	*	Determined by PCN
Rate Code		*	*	
Comp Rate	*	*	*	*
<b>Additional Titles</b>	N/A	Collapsed by default	N/A	N/A
<b>Position Distribution (As of Start Date)</b>				
Position Distribution displayed	yes	yes	yes	N/A
<b>Expected End Date Information</b>				* Required for Post Secondary Students
Expected End Date				
<b>Attachments</b>			* Offer Letter	
Required Attachments	* Offer Letter	* Offer Letter	* NOA	N/A
<b>Approval Work Flow</b>				
HR Department	yes	yes	yes	yes
College	yes	yes	no	no
College Flex	N/A	N/A	Role must be requested	Role must be requested
Central HR	yes	yes	Based on Position Management Questions	Based on Position Management Questions
Provost	No	No	No	No
Systems Control	yes	yes	yes	yes