



"Creating an excellent
college experience"

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Section: Human Resources	
Subject: New Hire Paperwork	

New Hire Paperwork:

When hiring a new employee this procedure must be followed to ensure your employee gets paid in a timely manner.

Procedures:

1. Before paperwork can be filled out, the potential employee must have applied for open Dining Services position in the Career Aggie or Human Resources website.
2. Before entering Service Now, have employee fill out the 203b Employee Demographics Form and an ACA form https://hr.usu.edu/files/benefits/ACA-Variable_Employee_Notice-fillable.pdf.
3. When hiring/rehiring an employee you must fill out a Service Now request at:
 - a. https://usu.service-now.com/services/kb_view.do?sysparm_article=KB0013132.
4. The manager is responsible for setting up an appointment in Services Now for the new employee to go to the Business Transaction Center to complete their paperwork.
 - a. Go to servicenow.usu.edu
 - i. Click Service Catalogs, then Business Services
 - ii. At the bottom is an Appointment Scheduler. Find a time that is available and works with your new employee.
 - b. If you have a large group that needs to fill out paperwork please arrange a time through Krista Bodrero.
 - c. Inform the employee they need to go to the Business Transaction Office to fill out new hire paperwork. Give them a copy of 203a with location and I'9 information.
 - d. New employees have three business days to fill out paperwork. Appointments must be set within the first three days of employment. After three business days the employee is no longer eligible for employment until the paperwork is filled out.
5. Log In to Service Now with your A# and strong password
6. Select the Service Catalog option
7. Select Business Services
8. Select Employment forms
9. Select New Hire's, Rehire's, Hourly- This is the form to be used for all hiring requests. This includes multiple jobs/log-ins for employees.
 - i. If an employee has been hired on for several jobs, you must fill out a separate Service Now form and ACA form for each job and write in the comments that the employee needs an additional TC-1 log-in.
10. Attach the Employee Demographics Form and ACA form for the employee(s) you are entering into the New Hire's, Rehire's, Hourly form.
11. Fill out all required fields (indicated by red tab) in the Service Now request. If you've filled out a demographics form you don't need to fill demographics section on the Service Now request.
 - a. Employees Full Name/A# if available
 - b. Gender-only necessary for new hires
 - c. US Citizen (**Not necessary if demographics form filled out**)
 - d. Work location Zip Code-only necessary for new hires
 - e. Ethnicity (**Not necessary if demographics form filled out**)

- f. Work Location-only necessary for new hires
 - g. Race (**Not necessary if demographics form filled out**)
 - h. Position Type
 - i. Job Title
 - j. Job Ad- Enter "rehire" for returning employees
 - k. Position Numbers-P05114 for regular employees. P04114 for work study.
 - l. Start Date
 - m. Department- DPFOOD
 - n. Salary Amount
 - o. Comments for EPAF
12. In the Comments for EPAF field put EPAF comments for the Executive Director. This must include place of hire, wage and job number. Include job category, if pay is higher than usual starting pay for new employee.
13. When the employee's paperwork is complete through Banner and TC-1 you will receive a message from Service Now stating the paperwork is complete.
14. If an employee does not work for 30 consecutive days they should be terminated and upon rehire they must redo all of their paperwork. **ALL EMPLOYEES LEAVING FOR THE SUMMER MUST BE TERMINATED regardless of if they are returning in the fall.**
- a. Follow steps 5-8
 - b. Select Employee Termination
 - c. Fill out all Required Fields
 - i. Employee Name/A#
 - ii. Termination Date
 - iii. Position Number
 - iv. Reason for Termination
15. If an employee is changing to a new operation and will no longer be working at their current operation fill out a Status Change Form.
- a. Follow steps 5-8
 - b. Select Status Change
 - c. Select box next to Index Change
 - d. Fill out all Required Fields
 - i. Employee Name/A#
 - ii. Department- DPFOOD
 - iii. New Index Number
 - iv. Start Date