



"Creating an excellent
college experience"

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| Date Issued: March 2011 | Policy Number: 203 |
| Date Revised: April 2015 | |
| 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, 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
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. Log In to Service Now with your A# and strong password
5. Under the Employment Action Form select Exempt/Non-Exempt/Hourly
6. Attach the Employee Demographics Form for the employee(s) you are entering.
7. Fill out all required fields (indicated by red tab) in the Service Now request.
 - a. Employees Full Name
 - b. Gender
 - c. US Citizen?
 - d. Work location Zip Code
 - e. Ethnicity
 - f. Work Location
 - g. Race
 - h. Salary Amount
 - i. Comments for EPAF
8. 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.
9. 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.
10. The supervisor needs to inform the employee they will have three business days to fill out the paperwork. After three business days the employee is no longer eligible for employment until the paperwork is filled out.
11. Once the employee has visited the Business Transaction Center (BTC) an employee from the BTC will notify the direct supervisor of the employees TC-1 log in.
12. When the employee's paperwork is complete through Banner and TC-1 the employee will receive a message from Service Now informing the supervisor the paperwork is complete.
13. If employee has not complete paperwork within the three business days they are not allowed to work until appropriate paperwork is completed
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.