New Hire Process Checklist – All Classifications

☐ Business Office informed of the need for a new or replacement position
☐ Available budget confirmed
  • Use Budget Office website (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://www.hr.arizona.edu/policy/117)
  • 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+