**E-Hire Process Paper Hire Process**

In order to process an Electronic Hire:

1. The department posts a job through HR onto the “Prospective Employees” webpage.
2. The prospective employee must apply to the online posting.
3. Once an applicant is chosen, Dept should verify that applicant did not check “yes” to disclosure of felony. If applicant did check “yes”, contact HR at 6-5612 **BEFORE** extending offer.

Jobs do not have to be posted onto the “Prospective Employees” webpage in order to complete a Paper Hire.

Employee need NOT have applied online.

1. Once all necessary paperwork arrives in HR, Records enters the information into HRMS.
	1. Employee can generally access their Electronic I-9 24-48 hours following HR’s receipt of paperwork.
	2. Department or employee can call HR for updates/questions on processing status at 766-2377, as email updates are not normally sent out.
2. Employee must complete a Disclosure Statement form.
* Tip: To avoid a delay in processing, double check that SSN, DOB, and LEGAL name are correctly indicated on hiring forms by comparing them with Disclosure Statement Form filled out by applicant.
1. Department must route hire paperwork for appropriate Appointing Authority signatures.

Note: This “routing” can take several days, so departments must plan accordingly. A start date of ***at least five business days*** in the future is recommended.

An Electronic Hire Spreadsheet must be sent to HR (6-5604) at least ***three business days*** ***before their start date***. (Note: This spreadsheet is sent by HR to the posting contact when the position is posted online.)

Applicant must complete Section 1 of the Electronic I-9 Form ***on or before* *their first day of work/start date***. Section 2 of the Electronic I-9 Form must be completed in HR by***third business day*** following start date, e.g.:

* Start date is on a Thursday: Section 1 must be completed by close of day Thursday and Section 2 must be completed by close of day Tuesday (Rm 139, Wyoming Hall) or employee will be terminated for non-compliance.

The Electronic I-9 can be accessed either via the employee’s UW email or via HRMS Employee Self Service (Main Menu>Self Service>Personal Info>Form I-9). For help/questions regarding this process, contact HR’s front desk at 766-2377. **Note:** HR offers an “Electronic Form I-9” course intermittently, which can be signed up for through the Courses and Conferences tab in Employee Self Service.

1. Next, the Electronic Hire is processed by HR. The department will receive two email updates:
2. **From “HRMS\_Announcement”:** confirming the hire request was received and that the hire process was successfully initiated.
3. **From Records:** confirming that the hire was loaded and an EmployeeID was generated.
4. Note: Employee can generally access and start the Electronic I-9 24 hours following this***second*** notification.

The hiring manager ***must***contact HR (at 6-5604) with the applicant’s **social security number** and **date of birth**, before the Electronic Hire can be processed.