UTC Hiring Procedures for Students, Temporary Staff, and Adjunct Faculty

Students

To initiate the Student hiring process, determine which of the following categories the student meets and complete the initial required form listed as well as the additional hiring documents described on the next page:

1. Student has never worked for the university before: **_Student Hire Short Form_** must be completed and submitted to HR to be entered into the university payroll system.

   Note: You may list more than one student hire on the Short Form if all listed students have never worked for the university before, and all students will be paid from the single account number listed on the Short Form.

2. Student has previously worked for the university and has been previously entered into the university payroll system but is <u>not</u> currently employed by another department: **_Initial Hire/Rehire_ Form** must be completed and submitted to HR.

3. Student is currently working for another department on campus: **_Personnel Change Form_** must be completed and submitted to HR to add the new hiring department account number to the payroll system. ** In this scenario, only the **_Personnel Change Form_** is required and the additional hiring documents listed on the next page are not needed.

How do I know if a student is already in the university payroll system or currently working for another department? Search in _IRIS PA20 – Display HR Master Data_ to determine which category the student hire meets from those listed above.

[Tips on searching for an employee in IRIS](#)
Note: Top right corner in IRIS PA20 shows if the employee is active or withdrawn in the system.

- ➢ If student employee does not appear at all in IRIS PA20, they fall within Category 1 (Student Hire Short Form)
- ➢ If student employee appears as <u>active</u> in IRIS PA20 and is currently working for another department on campus, they fall within Category 3 (Personnel Change Form)
- ➢ If student employee appears as <u>withdrawn</u> in IRIS PA20, they fall within Category 2 (Initial Hire/Rehire)
- ➢ If student employee's name and personnel # appear in IRIS PA20, but you are unable to view any information, please contact the Human Resources Office at 425-4221.

IMPORTANT: Designating Student Employee Percent of Effort
In compliance with the Affordable Care Act (ACA) and UT Fiscal Policy FI092, it is important to remember when completing the above forms that any employee, including temporary and student employees, listed as working at 75% of effort or more and/or recorded working an average of 30 hours or more per week during an 11-month measurement period will be offered insurance by the University. Therefore, no student worker is permitted to be entered at 75% of

effort or more and/or work 1,430 hours in an 11-month measurement period. If you need assistance calculating the correct percent of effort for your student employee, please contact Human Resources at 425-4221.

Identifying a Student Position Number

You may access **PPOS_OLD- Display Organizational Plan** in IRIS to find an existing student position number for the new hire. Multiple students may be placed in the same student position number if necessary. Follow the steps below from the *Organizational Plan/Display* screen to identify an existing position/position number:

➢ Enter the Account/Cost Center (e.g., E04, R04, etc.) associated with the Department/Org. Unit into the *Organizational Unit* data field. Then click the *Enter* key on your keyboard or click on the *Display* icon represented by a pair of eyeglasses in the upper left-hand corner of the screen.

➢ Once the *Organizational Structure/Display* screen appears, double click on the Department/Org. Unit title highlighted in blue. A full list of current position numbers and position titles will appear, highlighted in yellow.

➢ Position incumbents will be listed below each position number and position title, highlighted in green. If a position is vacant, no incumbent will be named below it and this position number may be utilized for hiring the new temporary employee. For student positions only, the same position/position number may be utilized for a new hire, even if an incumbent is already listed.

If there is <u>not</u> an existing Student Position/Position Number available for use, one must be created by accessing the **ZPPOSITION000-Position Create/Change** transaction in IRIS and following the steps outlined below:

➢ From the *Position Request screen*, enter the *Effective Date* as any date prior to the new hire's start date of employment.

➢ Make sure *No* is selected for the Create Requisition data field.

➢ Next, click the *Create* icon located in the upper left-hand corner of the screen.

➢ From the *Position Request-Create* screen, enter the Position Title (e.g., Student Assistant).

➢ Enter the Account/Cost Center (e.g., E04, R04, etc.) associated with the position in the *Org. Unit Cost Center* data field.

➢ Enter or select 1040 Chattanooga in the *Personnel Area* data field and the *Personnel Subarea* data field.

➢ Enter or select *Students* in the *Employee Group* data field.

➢ Select the appropriate option from the *Employee Subgroup* menu.

➢ Select the appropriate option from the *Schedule* menu*. HOUR-DAY* should be selected for bi-weekly paid positions and *SAL-DAY* should be selected for monthly paid positions.

➢ Enter the appropriate number in the *Allocated FTE%* data field that coincides with the Designated Position Percent of Effort.

➢ Check the box associated with the *Skip Update from Employee Data* item.

➢ Click on the *Workflow Notes tab* to add text related to the position request that will be necessary for IRIS approvers to view.

➢ Click *Submit for Approval.*

Note: Please contact Jina Johnson (x4014) for questions or assistance when creating a Temporary Position in IRIS.

Additional Required Hiring Documents (Category 1 and 2 Students Only)

<u>For US Citizen Student Hires:</u> Once the appropriate form has been selected from the three categories listed on the previous page, it must be completed in addition to the following new hire paperwork for US Citizen Students: (1) *W4 Form*, (2) *I9 Form & Supporting Documentation*, (3) *Direct Deposit Form*, and (4) *Personal Data Form*. All forms must be submitted to HR **within the first 3 days** of student employment to complete the I9 Employment Eligibility Verification process through the Department of Homeland Security.

For Non-US Citizen Student Hires: Once the appropriate form has been selected from the three categories listed on the previous page, it must be completed in addition to the following new hire paperwork for non-US Citizen Students: (1) *W4 Form*, (2) *I9 Form & Supporting Documentation*, (3) *Direct Deposit Form*, (4) *Personal Data Form, (5) Non US Citizens Form, and (6) Submitted Copies of their Visa, I-20, and I-94*. All forms must be submitted to HR **within the first 3 days** of student employment to complete the I9 Employment Eligibility Verification process through the Department of Homeland Security.

Student Background Checks:
Any student working in Housing must also complete the university background check process **prior to the first date of employment**. Any Student working in the Children's Center must undergo a background check procedure specific to Children's Center employment: Details may be found on UTC's School of Education website.

All required payroll documents listed above can be found among the HR Payroll Forms website at
http://www.utc.edu/human-resources/compensation-payroll/index.php

Graduate Assistantships

A SharePoint Site exists to assist in management and record of all Graduate Assistantship (GA) hires:
https://spaces.utc.edu/sites/GAP/SitePages/Home.aspx.

- All GA hiring information must be entered into the GA SharePoint Site, as detailed in site instructions. This site is managed by The Graduate School and all questions should be directed accordingly.

- The Graduate School website contains additional information pertaining to the GA hiring process at http://www.utc.edu/graduate-school/student-resources/assistantships.php#li03.

- All GA hires should be provided an official appointment letter to make certain the student fully understands the expectations of accepting a GA position (http://www.utc.edu/graduate-school/pdfs/grad-assistant-appointment-letter-final.pdf).

- **Note:** All GA new hire paperwork should be submitted to Human Resources for processing in addition to being entered in the SharePoint Site.

Temporary Staff/Adjunct Faculty

To initiate the Temporary Staff/Adjunct Faculty hiring process, determine which of the following categories the new hire meets below and complete the initial required form listed as well as the remaining required forms described on the next page.
1. Candidate has never worked for the university before: ***Initial Hire/Rehire* Form** must be completed and submitted to HR to get the new hire entered into the university payroll system.

2. Candidate has previously worked for the university and has been previously inputted into the university payroll system, but is not currently employed by another department: ***Initial Hire/Rehire* Form** must be completed and submitted to HR.

3. Candidate is currently working for another department on campus: ***Personnel Change Form*** must be completed and submitted to HR to add the new hiring department account number to the payroll system.
   ** In this scenario, only the ***Personnel Change Form*** is required and the additional hiring documents listed on the next page are not needed.

How do I know if a new hire is already in the university payroll system or currently working for another department? Search in *IRIS PA20-Display HR Master Data* to determine which category they meets from those listed above.

[Tips on searching for an employee in IRIS](#)
Note: Top right corner in IRIS PA20 shows if the employee is active or withdrawn in the system.

Biweekly	Active	Not on Leave	Biweekly	Withdrawn	Not on Leave
Chattanooga		Empl. % 100	Chattanooga		Empl. % 75

➢ If new hire does not appear in IRIS at all, they fall within Category 1.
➢ If new hire appears as <u>active</u> in IRIS PA20 and is currently working for another department on campus, they fall within Category 3.
➢ If new hire appears as <u>withdrawn</u> in IRIS, they fall within Category 2.
➢ If new hire's name and Personnel No. appears in PA20, but you are unable to view any information, please contact the Human Resources Office at 425-4221.

Designating Employee Percent of Effort:
In compliance with the Affordable Care Act (ACA) and UT Fiscal Policy FI092, it is important to remember when completing the above forms that any employee, including temporary and student employees, listed as working at 75% of effort or more and/or recorded working an average of 30 hours or more per week during an 11-month measurement period will be offered insurance by the University. Therefore, no student worker is permitted to be entered at 75% of effort or more and/or work 1,430 hours in an 11-month measurement period. If you need assistance calculating the correct percent of effort for your student employee, please contact Human Resources at 425-4221.

Identifying a Temporary Position Number:
You may access ***PPOS_OLD- Display Organizational Plan*** in IRIS to find an existing temporary position number for the new hire. Follow the steps below from the *Organizational Plan/Display* screen:

➢ Enter the Account/Cost Center (e.g., EO4, R04, etc.) associated with the Department/Org. Unit into the *Organizational Unit* data field. Then click the *Enter* key on your keyboard or click on the *Display* icon represented by a pair of eyeglasses in the upper left-hand corner of the screen.
➢ Once the *Organizational Structure/Display* screen appears, double click on the Department/Org. Unit title highlighted in blue. A full list of current position numbers and position titles will appear, highlighted in yellow.
➢ Position incumbents will be listed below each position number and position title, highlighted in green. If a position is vacant then no incumbent will be named below it and this position number may be utilized for hiring the new temporary employee.

If there is <u>not</u> a vacant Temporary Position/Position Number available for use, one must be created by accessing the ***ZPPOSITION000-Position Create/Change*** transaction in IRIS and following the steps outlined below:

➢ From the *Position Request screen*, enter the *Effective Date* as any date prior to the new hire's start date of employment.
➢ Make sure *No* is selected for the Create Requisition data field.
➢ Next, click the *Create* icon located in the upper left-hand corner of the screen.
➢ From the *Position Request-Create* screen, enter the Position Title (e.g., Temporary Administrative Support Assistant). Next,
➢ Enter the Account/Cost Center (e.g., E04, R04, etc.) associated with the position in the *Org. Unit Cost Center* data field.
➢ Enter or select 1040 Chattanooga in the *Personnel Area* data field and the *Personnel Subarea* data field.

- ➢ Enter or select Temp in the *Employee Group* data field.
- ➢ Select the appropriate option from the *Employee Subgroup* menu.
- ➢ Select the appropriate option from the *Schedule* menu. *HOUR-DAY* should be selected for bi-weekly paid positions and *SAL-DAY* should be selected for monthly paid positions.
- ➢ Enter the appropriate number in the *Allocated FTE%* data field that coincides with the Designated Position Percent of Effort.
- ➢ Check the box associated with the *Exclude from Budget Calculations* item.
- ➢ Click on the *Workflow Notes tab* to add text related to the position request that will be necessary for IRIS approvers to view.
- ➢ Click *Submit for Approval.*

Note: Please contact Jina Johnson (x4014) for questions or assistance when creating a Temporary Position in IRIS.

For US Citizen Temporary Hires:
Once the appropriate form has been selected from the three categories listed on the previous page, it must be completed in addition to the following new hire paperwork for US Citizen: *(1) W4 Form, (2) I9 Form & Supporting Documentation, (3) Direct Deposit Form, (4) Background Check Release Form, and (5) Personal Data Form*. All forms must be submitted to HR **within the first 3 days** of student employment to complete the I9 Employment Eligibility Verification process through the Department of Homeland Security.

For Non-US Citizen Temporary Hires:
Once the appropriate form has been selected from the three categories listed on the previous page, it must be completed in addition to the following new hire paperwork for non-US Citizen: *(1) W4 Form, (2) I9 Form & Supporting Documentation, (3) Direct Deposit Form, (4) Background Check Release Form, (5) Personal Data Form, (6) Non US Citizens Form, and (6) Submitted Copies of their Visa, I-20, and I-94*. All forms must be submitted to HR **within the first 3 days** of employment to complete the I9 Employment Eligibility Verification process through the Department of Homeland Security.

All required payroll documents listed above can be found among the HR Payroll Forms website at
http://www.utc.edu/human-resources/compensation-payroll/index.php

The Background Check Release Form can be found at the Office of Human Resources Forms website at
http://www.utc.edu/human-resources/forms.php