Non-Benefited Hire Tool Kit
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Non-Benefited Hire Tool Kit
Introduction and Important Information

This Tool Kit is intended to guide employees through the process of hiring non-benefited employees at the University of Denver. Shared Services is committed to making the process as clear as possible and to making process improvements as necessary. We always welcome your feedback, both on the process and on this guide.

Shared Services and Central HR

There are two departments on Campus that will be handling various parts of this process: Central Human Resources (henceforth referred to as Central HR) and Shared Services Center Human Resources (henceforth referred to as Shared Services). Although each department operates separately, we work together as needed and maintain constant communication. The diagram below outlines the basic functions of both departments. If you come upon a situation where it is not clear who you should contact, please feel free to reach out to the Shared Services main phone line (303) 871-7420. We would be happy to assist you.

<table>
<thead>
<tr>
<th>Central HR</th>
<th>Shared Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Equal Opportunity (ensures compliance with anti-discrimination policies)</td>
<td>• Recruiting</td>
</tr>
<tr>
<td>• Compensation (ensures equal pay for equal work across the university)</td>
<td>• Manages workflow process for HR transactions (hiring, separations, position changes, etc.)</td>
</tr>
<tr>
<td>• Faculty &amp; Staff Diversity Recruiting</td>
<td></td>
</tr>
</tbody>
</table>

Defining the Roles in the Hiring Process

Besides HR and Shared Services, there are many staff and faculty members involved in the process of hiring a new employee. Below is a list of the basic roles that apply to all hires.

- **Department Approver** - Your Department Approver is generally a Dean or Director. This is the person who has ultimate responsibility for decisions made within the department. In some cases, this approval authority is delegated to Budget Officers.

- **Hiring Committee** - A group which can contain both current DU employees and non-employee specialists who are selected to review candidates and assist in the search process. Unless otherwise directed by your Department Approver, departments are generally allowed to choose the members of their hiring committee.

- **Planning, Budget & Analysis (PB&A)** - The office of Planning, Budget and Analysis oversees budgets from both a departmental level and a university level. If your hire is a new position or if it involves any change in salary from its current state, it will be reviewed by this office. Work with your departmental Budget Officer to determine who to contact in PB&A.
Process Map

Phase 1 & 2 - Posting and Candidate Screening & Selection

*Please note: Text in crimson indicates a process which is detailed in this tool kit.*

If you are hiring for a position that does not need to be posted (i.e. re-hiring a student employee who has worked for you in past years), skip ahead to Phase 3 of the Process Map (next page).

---

**Phase 1 - Posting**

- Post Position using **Job Posting Form**
  - Screen applications and conduct interviews
  - Select Candidate
  - Present Candidate with job offer contingent on passing background check.

**Phase 2 - Candidate Screening & Selection**

- Accept or Decline contingent Offer
  - **accept**
  - **decline**

**Shared Services**

- Facilitate Approvals of Job Posting Form and post job on website

---

*“Department” generally includes Budget Officer, Hiring Manager and various admin. positions. It may also include a hiring committee. Check with the Director of your department for internal procedures for hiring.*
Phase 3– Hiring

**Please note:** Text in crimson indicates a process which is detailed in this tool kit.

**Candidate Department Shared Services**
Posting your position using a Job Posting Form

1. Download and open the Job Posting Form.
2. Use the guide below to complete the form.

**JOB POSTING FORM**

Please complete this form and e-mail it to the parties listed below. Please copy your Budget Officer on the e-mail. All parties included in the e-mail should “Reply all” with their approval.

**For Staff Positions**
- Human Resources (J. Jung)
- Budget and Analysis (A. Weber)
- Shared Services (M. Cozzens)

**For Faculty Positions**
- Budget and Analysis (L. Kosten)
- Shared Services (M. Cozzens)

Person submitting request: 

Position Number: 

Job Title: 

Number of Openings: 

Position Supervisor: 

Division Approver: 

Search Committee Members: 

Not sure what Position Number to use? There are only a few position numbers for non-benefited positions. You should use the same position number that any of your department’s non-benefited employees have. Use Banner screen PZAINFO.

If you are hiring multiple people for the same exact job, note the number of openings here.

Listing the people on your Search Committee now will allow those people to access applicant information and materials once your job is posted.

Your Division Approver is generally your Dean/Director.
<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Position Type (Part-Time, Temporary)</td>
<td>Part-Time</td>
</tr>
<tr>
<td>Minimum Salary (Please include salary rate for exempt and hourly rate for non-exempt)</td>
<td></td>
</tr>
<tr>
<td>Maximum Salary (Please include Salary rate for exempt and hourly rate for non-exempt)</td>
<td></td>
</tr>
<tr>
<td>Posted Hiring Range (Competitive, Salary rate/range, or hourly rate/range)</td>
<td></td>
</tr>
<tr>
<td>Fund-Org-Account</td>
<td></td>
</tr>
<tr>
<td>FTE</td>
<td></td>
</tr>
<tr>
<td>Work Schedule</td>
<td></td>
</tr>
<tr>
<td>Anticipated Start Date</td>
<td></td>
</tr>
<tr>
<td>Internal-posting only? If yes, please justify below</td>
<td>Yes [ ] No [ ]</td>
</tr>
<tr>
<td>Timeframe for posting</td>
<td></td>
</tr>
<tr>
<td>(Minimum for exempt is two-weeks and non-exempt is one week)</td>
<td></td>
</tr>
</tbody>
</table>

**Important Note**

**Activity Codes**

Activity codes are NOT required. They are typically used for gainshare, institutional priorities and cost share associated with grants. Some departments have specific other activity codes that need to be used, consult with your Budget Officer.

Enter the Fund-Org-Account numbers that this position will be paid out of.

**Example Work Schedules:**
- Monday-Friday, 8:00 a.m. to noon
- Varies as needed, including nights and weekends
**Memo of Explanation and Ad Copy:**

**Department Introduction/Summary:**

**General Position Summary:**

**Essential Functions:**

**Other Functions:**

**Supervisory Duties:**

**Knowledge, Skills and Abilities (Core Competencies):**

---

**Memo of Explanation**

These are not commonly used with non-benefited positions but if you have a special circumstance that you need to make all approvers aware of, you can use this field to explain.

Need help writing Ad copy? Contact Recruiting.

---

**Department Introduction, General Position Summary, Essential Functions, Other Functions, Supervisory Duties, Knowledge, Skills and Abilities**

Look for examples in other job descriptions from your department or contact recruiting for assistance if you have none to reference.
<table>
<thead>
<tr>
<th>Required Education and Qualification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preferred Education and Qualification:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Working Environment:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Activities:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Instructions to the Candidate (How to apply and candidate contact):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Job Related Questions for Candidates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posting Approval Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>This box is for approvers to use. You can leave it blank.</td>
</tr>
</tbody>
</table>

Instructions to the Candidate
The following language is used in all job postings:

Candidates must apply online through [www.du.edu/jobs](http://www.du.edu/jobs) to be considered. Only applications submitted online will be accepted. Once within the job description online, please click New Resume/CV at the bottom of the page to begin application.

The University of Denver is committed to enhancing the diversity of its faculty and staff and encourages applications from women, minorities, members of the LGBQT community, people with disabilities and veterans. The University is an equal opportunity/affirmative action employer.

All offers of employment are based upon satisfactory completion of a criminal history background check.
3. When the form is complete, save it and e-mail it to the group listed in the directions at the top of the form. When your posting has been approved by all parties, your job will be posted to the site.
Recruiting Consultation (Optional)

Once you have completed the Job Posting Form, you may wish to contact a Recruiting Specialist in Shared Services about your position. They can provide you with information about how to narrow your field of candidates to the most qualified applicants and how to conduct interviews.
Using the SilkRoad Recruiting System

Navigating and Logging In To SilkRoad
1. Login to PioneerWeb and navigate to the Employee tab.
2. From the Administrative Processes menu, select Employment Actions > Hiring > Benefited Hiring > Access the Online Hiring Management System: SilkRoad

Green PioneerWeb

Employee Information
- Kronos: Time & Attendance
- Recommended browser: Firefox
- Kronos Resources
- Pay Stub W2
- Leave Balances
- Paycheck Direct Deposit
- Tax Forms
- Expense Reimbursement Direct Deposit
- Update Addresses and Phones

Employee Resources
- Documents / Downloads / Policy
- University Budget Transmittal
- For University Employees only - Do Not Distribute
- Healthcare Reform Highlights
- Employee Town Hall Summary - Nov 2013
- Employee Town Hall - responses to pre-submitted questions
- Employee Handbook
- Chancellor's Speeches
- University Factbook
- Policies
- Continuity of Operations Plans
- Campus Security Authority Incident Form

Applications / Services
- Directories: People | Departments | Sites A-Z
- Maps | Directions to DU
- Parking
- EcoPass
- Employee Assistance Program
- Conn Fitness Center
- Manage a Pioneer ID Card
- Facilities Work Orders
- Construction Updates
- Computer Help Desk
- Telephone Service

Administrative Processes
- Employment Actions
- Hiring
- Benefited Hiring
- Benefit Hire Tool Kit
- Position Action Request: Position Only
- Access the Online Hiring Management System: SilkRoad
- Benefited Employee Hire
- Non-Benefited Hiring
- Job / Position Changes
- Separations
- Finance / Legal
- Financial Aid
- Payment Services
- Payroll
- Procurement & Contracts

Non-Benefited Hire Tool Kit
3. If you are a current employee, Click on **Login with Single Sign-On.**

4. Enter your DU e-mail address and PioneerWeb password.
5. Expand the **Job Postings** menu by clicking the expand button next to it. Click on the **Jobs** link to view your posted positions.
Reviewing Applicant Materials

1. Login to SilkRoad, Expand the Job Posting menu and click on Jobs (Click for directions),

2. Click on the job title next to the position you are working on to see applicant materials.

3. Click on the Number of Resumes on the Job Posting Details screen.
4. To see specific information about a candidate, click their **name**.

---

**Resumes**

<table>
<thead>
<tr>
<th>Job Score</th>
<th>Candidate, Location, Source</th>
<th>Enter Date, Last Modified</th>
<th>Current Stage</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td></td>
<td>8/24/2016</td>
<td>Interview</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>9/28/2016, 2:41 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N/A</td>
<td></td>
<td>8/24/2016</td>
<td>Job Seeker</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/24/2016, 12:09 PM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. Use the Summary, Resume/CV, Attachments, eForms, Evaluations, Activity Status and History tabs to access more information. For easy organizing of your candidates, use the Yes/No radio buttons under Qualified to mark each candidate.

Quick Tip

Tab Functions

Summary- Contains brief overview of candidate
Resume/CV- Contains Resume and/or CV. Note that formatting on these documents may look strange in this tab. For best formatting view, use the Attachments tab to download these documents.
Attachments- Contains any documents that you requested the applicant attach to their application.
E-Forms- Used only by a small group of departments on campus.
Evaluations- contains answers to questions you required when you posted this position
Activity Status- Can be used to track your progress in evaluating a candidate. It is not necessary to use this tab but it can be helpful.
History- Contains history of this application from the date it was submitted.
Communicating with Candidates in SilkRoad

1. Login to SilkRoad, Expand the Job Posting menu and click on Jobs (Click for directions)

2. Click on the job title next to the position you are working on

3. Click on the Number of Resumes on the Job Posting Details screen

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Non-Benefited Hire Tool Kit
4. Select all of the Candidates whom you wish to communicate with by checking the checkbox to the left of their name. To communicate with all candidates, use the Email all Candidates check box. Then select CCE Correspondence from the Perform Recruiting Activity menu.

**Quick Tip**

List of Recipients
Each of the applicants you selected for this message will get their own copy of the e-mail and they will not be able to see the names of any other applicants who were sent the message.
5. Either choose a **message template** or write your own message in the **e-mail body** section. Click **Preview** to view the message. Click **Send Email** to send the message. Click **Return** to cancel this message and return to the previous screen.
Defining Hiring Stages in SilkRoad
Below is a chart of the hiring stage codes used at DU. They are listed in the order that candidates should move through them.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Seeker</td>
<td>• Applicant applied through the DU Jobs website</td>
</tr>
<tr>
<td>Review of Materials</td>
<td>• Search committee is reviewing application materials</td>
</tr>
<tr>
<td>Request for Additional Information</td>
<td>• Additional materials are needed from applicant</td>
</tr>
<tr>
<td>Talent Pool</td>
<td>• After the initial screening, applicants that aren’t being considered for the position are moved to this stage. This stage will remove them from your list. NOTE: Email applicants to let them know they are not being considered for the position before moving them to this stage</td>
</tr>
<tr>
<td>Prescreen</td>
<td>• Phone/Skype interview with candidates</td>
</tr>
<tr>
<td>Interview</td>
<td>• Campus interview with top candidates</td>
</tr>
<tr>
<td>Request Background – New Hire</td>
<td>• Once the top candidate has been identified, request to initiate background check</td>
</tr>
<tr>
<td>Request Background – Transferred/Current Employee</td>
<td>• If the top candidate identified is a current DU employee, request to initiate background check</td>
</tr>
<tr>
<td>Background Check in Progress</td>
<td>• Candidate has completed background check request and is in progress</td>
</tr>
<tr>
<td>Hired – HR Use Only</td>
<td>• Once the candidate has successfully completed their background check</td>
</tr>
</tbody>
</table>
Changing a Stage in SilkRoad

1. Login to SilkRoad, Expand the Job Posting menu and click on Jobs (Click for directions),

2. Click on the Job Title next to the position you are working on

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Tracking Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Manager - Daniels College of Business</td>
<td>002758</td>
</tr>
</tbody>
</table>

3. Click on the Number of Resumes on the Job Posting Details screen

<table>
<thead>
<tr>
<th>Resumes</th>
<th>Hot Match</th>
<th>Reviews Requested (Completed)</th>
<th>Interviews Requested (Completed)</th>
<th>Recruiter</th>
<th>Hiring Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>47</td>
<td></td>
<td>0 (0)</td>
<td>0 (0)</td>
<td>Amanda Qualls</td>
<td>Jennifer Kogovsek</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Posted Job Title:</th>
<th>Office Assistant - Shared Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Job Title:</td>
<td>Office Assistant - Shared Services</td>
</tr>
<tr>
<td>Tracking Code:</td>
<td>800850</td>
</tr>
<tr>
<td>Hiring Workflow:</td>
<td>DU Hiring Workflow</td>
</tr>
<tr>
<td>Job Category:</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Job Status:</td>
<td>Executive</td>
</tr>
<tr>
<td>Number of Positions:</td>
<td>1</td>
</tr>
<tr>
<td>Number of Positions Filled:</td>
<td>0</td>
</tr>
<tr>
<td>Job ID:</td>
<td>1826</td>
</tr>
</tbody>
</table>

FAQ

Do I have to use hiring Stages?
We highly recommend that you use the hiring stages in SilkRoad to keep your candidate pool organized. Additionally, when you use stages, you are providing the university with statistical information about things like what percentage of our applicants are qualified and how far certain types of candidates (i.e. - women) are advancing within the hiring process.
4. To move a group of people into a new stage, click the checkboxes to the left of the names of all candidates you would like to move. To select all candidates, use the small checkbox next to the Job Score column. Use the Change Hiring Stage menu to select the correct stage. For guidance on choosing the correct stage, see Defining Hiring Stages in Silk Road.

Important Note
Stage Changes
Please do not change the status of any candidates to “Hired”. Shared Services will make this change when appropriate.
Background Checks

Determining if your candidate needs a background check

Situations that exempt candidates from needing to complete a background check are listed below. You can verify if your candidate meets these guidelines in Banner Screen PZAINFO. If your candidate does not meet any of these criteria, you will need to submit them for a background check prior to hiring them.

- Anyone who is currently employed by DU
- For Work Award Students- Their first day of employment in your position is less than 120 days from their last separation date
- For All Others- Their first day of employment in your position is less than 90 days from their last separation date

Requesting a background check through HireRight

1. In order to get a login for HireRight, you must complete HireRight training which can be done online through Canvas. Contact Recruiting to enroll.
2. Login to the HireRight page
3. Click on **New Order** to initiate the request

4. Select the type of background check from the drop down menu
5. Complete the form as noted below.

Select Email applicant information to log on and complete background forms.

Note: if you have a candidate who does not have access to a computer and internet service to complete the background check, you can use the "Complete background forms myself" option and work with the candidate to get the required information.

Complete all fields with an asterisk (*) next to them. If your candidate is a current employee, please include their DU ID Number.

If you choose to enter the hiring manager’s e-mail here, they will receive e-mail notifications when the candidate is sent a request to complete the background check and when the results are complete.
6. Your candidate will get an e-mail from Hire Right that looks like this example.

Dear Test,

In order to guide you through your background verification, University of Denver has partnered with HireRight.

Please begin your background form:
https://ownS1.hireright.com/ac/?key=A4998F2328957C66B1DAF580F9FDE
Login: Nancy.Gonzalez@du.edu
Password: 8AA78A4B

What's next?
HireRight will contact you for additional information, if necessary.

Where can you learn more about the background verification process?
You can find more information on our candidate resource site: www.hireright.com/candidates.

Do you need more assistance?
HireRight is happy to help. Please contact:
- customerservice@hireright.com
- (866) 533-0995 toll free in the U.S. and Canada 5 days a week from Sunday 3 p.m. until Friday 6 p.m. PST.
- Additional global toll free numbers can be found at www.hireright.com/customer-service. Help is available between Sunday 11 p.m. GMT to Saturday 2 a.m. GMT.
How to view the status of your background check

1. Login to Hire Right as directed in the Requesting a Background Check section of this document.
2. The status of all your requests can be viewed on the **invitations** tab.

3. Once your candidate has completed the request, it will move into the **In Progress** tab.
4. If a background check is incomplete or needs additional information (i.e. birthdate or social security number verification), it will move to the **Pending Adjudication** tab. The background check coordinator will review the report and collect the necessary information.

5. When a background check request has been completed, it will show in the **Completed** tab. The background check coordinator is notified and will move your candidate into the hired stage in Silk Road if they were found to be eligible for hire. You will be able to proceed to completing a [New Hire Form](#) when this step is done.
New Hire Forms

Determining which New Hire Form to complete
There are three different hiring forms used for non-benefited hires. Choose the appropriate form from the information below.

Forms Summary:

Adjunct/Overload Hire Form (click to navigate to directions) – Used to hire adjunct faculty or to compensate regular faculty for an overload assignment. Can be used for teaching or non-teaching overloads.

Non-Benefited Staff Form (click to navigate to directions) – Used for any hire that does not qualify for the Adjunct/Overload Hire Form or the Work Award Hire Form. This includes temporary monthly hires, students, Non-Benefited Non-Students, Research Non-Exempt Hires (student or non-student), Graduate Teaching Assistants, Graduate Research Assistants and Graduate Student Assistants.

Work Award Hire Form - Used to hire students who are being paid with Federal Work Award funds. For information on the completion of this form, please contact the Office of Student Employment.
Navigating to New Hire Forms in PioneerWeb
1. Login to PioneerWeb and navigate to the Employee tab.
2. From the Administrative Processes menu, select Employment Actions.
3. Each file (Hiring, Separations, Job Changes) contains documents and workflows that you will need for the specified process.

Quick Tip
Symbols & Icons in PioneerWeb
You will notice several different Icons located next to menu options in PioneerWeb.

- Indicates a Workflow Process
- Indicates a link to an outside website or system
- Indicates an Adobe .PDF document or form
- Indicates a Microsoft Word document or form
- Indicates a link to an e-mail
Completing the Adjunct/Faculty Overload Hire Form
1. Navigate to the Employment Actions Menu in PioneerWeb (Click for specific directions)
2. Navigate to Hiring > Non-Benefited Hire > Adjunct/Overload Faculty Hire

Administrative Processes

- Employment Actions
  - Hiring
    - Benefited Hiring
    - Non–Benefited Hiring
      - Non–Benefited Hire Tool Kit
      - Job Posting Form
      - Access the Online Hiring Management System: SilkRoad
      - Non-Benefited Background Check Request
      - Non-Benefited Staff Hire
      - Adjunct/Faculty Overload Hire
      - Work Award Hire
  - Job/ Position Changes
  - Separations
3. Enter the DU ID of the person you wish to hire (or add an overload to).

**Adjunct/Overload Faculty Hire**

![Form Image]

4. The name and position type will automatically populate. Complete the teaching position question and click next.

**Adjunct/Overload Faculty Hire**

![Form Image]

**Important Note**

Start Date/Effective Date

It is of critical importance that you put the correct Effective Date into this form. This date controls many processes including access to network resources and years of service accrual.

5. Enter the Job Effective Date. Be sure to use the MM/DD/YYYY format.

**Adjunct/Overload Faculty Hire**

![Form Image]
6. Complete the form using the guide below. Click **Review and Confirm** to proceed.

**Adjunct/Overload Faculty Hire**

**Employee Name:**

**Position Type:** Faculty Overload (76)

**Job Effective Date:** 09/30/2016

**ASSIGNMENT INFORMATION**

**College:**

*Select*

**Department:**

*Select*

**Assignment Type:**

*Select*

**Faculty Information**

**Degrees on Record (If the highest degree attained is not included, add it below)**

**Institution**

**Degree**

*Select*

*Select*

**Highest Degree Attained**

**Institution**

**Degree**

*Select*

*Select*

**EMPLOYEE DEPARTMENT/JOB INFORMATION**

**Total Assignment Pay:**

**Job Effective Date:**

09/30/2016

**Job End Date:**

**Fund:**

*Select*

**Orgn:**

*Select*

**Activity:**

*Select*

**Percent:**

100.00

**Is this employee working out-of-state for DU AND holding an out-of-state residency?**

- [ ] Yes
- [ ] No

**Reasons/Comments (Describe Work Assignment). Please list state if out-of-state:**

**Review and Confirm**

---

**Important Note**

**Activity Codes**

Activity codes are NOT required. They are typically used for gainshare, institutional priorities and cost share associated with grants. Some departments have specific other activity codes that need to be used, consult with your Budget Officer.

**Fund, Orgn, Activity, Percent**

Pay for each assignment can be divided up amongst as many as three budgets.
7. Confirm the information and click Submit For Approval to complete or Go Back to make corrections.
Completing the Non-Benefited Staff Hire Form
Note: if you are hiring a GTA, GSA or GRA please skip to Completing the Non-Benefited Staff Form (For GTA, GRA & GSA Positions)

1. Navigate to the Employment Actions Menu in PioneerWeb (Click for specific directions)
2. Navigate to Hiring > Non-Benefited Hire > Non-Benefited Staff Hire
3. Enter the DU ID Number of the person you wish to hire and click **Next**.

4. Chose the appropriate option and click **Next**. The options which appear for you may look slightly different than those below. This is because only the options that are appropriate for your new hire will appear. For example, if you are hiring an undergrad student, the options for Graduate Assistant positions will not appear. If you are not sure what the correct option is, contact Shared Services.
5. In most cases, a new field for **Job Effective Date** will appear. Enter the first date of employment and then click **next**. If this field does not appear, simply click **next** to move forward.

**Non-Benefited Employee Hire**

- **Employee Name:**
- **Type of Non-Benefited Position:**
  - Graduate Asst (GTA GRA & GSA) (60)
  - NonBen Student (73)
  - NonBen NonExempt (74)
  - Asch NonBen NonExempt (37)
- **Job Effective Date:** 01/01/2016

**Important Note**

**Start Date/Effective Date**

It is of critical importance that you put the correct Effective Date into this form. This date controls many processes including access to network resources and years of service accrual.

When choosing a start date, it is important to consider the [New Hire Orientation Schedule](#). Although it is not required that employees start on an orientation day, it is highly recommended.
6. Complete the form using the guide below. Click **Review and Confirm** when you are done.

### Non-Benefited Employee Hire

**Employee Name:**

**Position Type:** NonBen Student (73)

**Job Effective Date:** 01/01/2017

**DEPARTMENT/JOB INFORMATION**

**Timesheet Organization:**
The dropdown will only populate with budgets you have access to.

**Job Supervisor:**
This will be the supervisor for Time Management purposes.

**Job Title:**

**Job End Date (Optional):**
MM/DD/YYYY

**Hours Per Day:**

**Hours Per Pay Period:**

**Hourly Rate:**

**Fund:**
Select

**Org:**
Select

**Account:**
Select

**Activity:**
Select

**Percent:**

### Important Note

**Activity Codes**
Activity codes are NOT required. They are typically used for gainshare, institutional priorities and cost share associated with grants. Some departments have specific activity codes that need to be used, consult with your Budget Officer.

**Hours Per Day, Hours Per Pay Period**
Keep in mind that non-benefited employees cannot work more than 1000 hours per year

**Fund, Orgn, Account, Activity, Percent**
You can divide up the accounts from which this employee is paid here. They can be paid out of a maximum of three accounts.

**Reasons/Comments:**
This form goes through several “layers” of approvals so use this space to explain your hire to anyone who might not be aware of what you are trying to accomplish.

**Does this employee need access to the division file share?**
- [ ] Yes
- [ ] No

**File Share & E-Mail**
If the person you are hiring does not have an @du.edu e-mail address, there will be an option here allowing you to have one set up. Please note that this does not automatically occur for part-time employees.
7. Verify that your information is correct and click on **Submit for Approval** to finish or **Go Back** to make corrections.

**Non-Benefited Employee Hire**

- **Employee:** [Redacted]
- **Position Type:** NonBen Student (73)
- **Supervisor:** [Redacted]
- **Supervisor Job:** [Redacted]
- **Job Start Date:** 07/01/2017
- **Job End Date:** 07/31/2017
- **FOAP 1:** 10000-379007-603032-CS5266-100
- **Comments:** Test

[Submit for Approval] [Go Back]
Completing the Non-Benefited Staff Form (For GTA, GRA & GSA Positions)

1. Navigate to the Employment Actions Menu in PioneerWeb (Click for specific directions)
2. Navigate to Hiring > Non-Benefited Hire > Non-Benefited Staff Hire

**Administrative Processes**

- **Employment Actions**
  - **Hiring**
    - **Benefited Hiring**
    - **Non-Benefited Hiring**
      - Non-Benefited Hire Tool Kit
      - Job Posting Form
      - Access the Online Hiring Management System: SilkRoad
      - Non-Benefited Background Check Request
      - Non-Benefited Staff Hire
      - Adjunct/Faculty Overload Hire
      - Work Award Hire
  - **Job/Position Changes**
  - **Separations**
3. Enter the DU ID Number of the person you wish to hire and click **next**.

Non-Benefited Employee Hire

Please enter the DU ID of the person you wish to hire.

**Employee DU ID:**

Next -->

4. Chose the appropriate option. In this example, the top option (GTA, GRA & GSA) would be correct. If this option does not appear, it is likely that the DU ID you entered in step 3 is not associated with a registered graduate student. If you believe that this is in error, contact the **Registrar’s Office** to confirm.

Non-Benefited Employee Hire

**Employee Name:**

**Type of Non-Benefited Position:**
- Graduate Asst (GTA, GRA & GSA) (60)
- NonBen Student (73)
- NonBen NonExempt (74)
- Rsch NonBen NonExempt (37)

Next -->
5. Use the guide below to complete the form. When you are done, click **Review and Confirm** to move to the next screen.

**Non-Benefited Employee Hire**

**Employee Name**

**Department/Job Information**

**Timesheet Organization (Optional)**
- Select

**Assistantship Department**
- Select

**Assistantship Supervisor**
- Select

**Term**
- Select

**Assistantship Type**
- Select

**Task**
- Select

**Total Stipend Amount for One Quarter**
- Enter

**Fund**
- Select

**Orgn**
- Select

**Account**
- Select

**Activity**
- Select

**Percent**
- Enter

**Reasons/Comments**
- Enter

**File Share & E-Mail**
- Yes

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**Timesheet Org**
- Only needs to be completed if you have a specific organizational need for it. This employee will be paid out of the FOAPL you specify below.

**Term**
- If you are hiring this person for multiple quarters, hold your control key down while clicking on the quarters that apply.

**Important Note**

**Activity Codes**
- Activity codes are NOT required. They are typically used for gainshare, institutional priorities and cost share associated with grants. Some departments have specific other activity codes that need to be used, consult with your Budget Officer.

**Fund, Orgn, Activity, Percent**
- Pay for each assignment can be divided up amongst as many as three budgets.

**Reasons/Comments**
- This form goes through several “layers” of approval so be sure that you include as much information as necessary.

**File Share & E-Mail**
- If the person you are hiring does not have an @du.edu e-mail address, there will be an option here allowing you to have one set up. Please note that this does not automatically occur for part-time employees.
6. Review all Information for accuracy and click **Submit For Approval** to submit or **Go Back** to make corrections.
Electronic I9s

Once you have completed a New Employee Hire Form, your candidate will receive an e-mail from Hire Right which directs them to complete their I9 online. They will login to Hire Right with the credentials that they created for the background check process and find that the majority of their information has already been populated into the I9 for them. Most candidates will only need to select their citizenship status and then electronically sign the I9.

If, for some reason, your candidate runs into an issue with the process, please have them contact Shared Services and one of our hiring experts will be glad to help them.

Don’t forget, they will still need to bring in the appropriate identification for their I9 on their first day of employment. For a complete guide to what documentation is acceptable, refer your candidate to https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents.
Registering Your New Hire for Orientation

New Employee Orientation, called “Arriving at DU” is held on the first and third Monday of each month from 8:15 a.m. - 3:00 p.m. in the Mary Reed Building. Lunch is provided and supervisors are strongly encouraged to join their new employee for lunch. Your new employee will need to bring their I9 identification documents with them to this session. More information about Orientation can be found on the Human Resources website. Please note that non-benefited employees will be released from the Orientation after lunch because the afternoon portion of the day is dedicated to benefits discussions.

You can register your employee for orientation by using the Orientation Registration Form in PioneerWeb, which can be found under: Employee Tab > Administrative Processes > Employment Actions > Orientation/Onboarding > Orientation Registration Form.

Important Note

Orientation

If your new employee is not starting on a day where there is orientation offered, they must stop by the Shared Services Center (Aspen Hall, 2280 S. Vine Street) on their first day of employment to present their I9 identification documents. They will need to attend Orientation at the next available session.