

# HR FRONT END DOCUMENT CHECKLIST: ACADEMIC PROFESSIONAL HIRING

The following documents should be uploaded into the HR Front End as an attachment when completing an Academic Professional (AP) New Hire, Add Job, or Employee Job Record Change transaction. The documents can be uploaded any time after the Academic Professional candidate is selected and the HR Front End transaction has been started.

DOCUMENT	SOURCE	ACTION AND OWNER
<input type="checkbox"/> <u>SIGNED JOB DESCRIPTION</u>	Created by UIC Human Resources Compensation	Hiring College/Unit uploads document to Front End
<input type="checkbox"/> <u>POSITION AUTHORIZATION</u>	Hire Touch – This document created while establishing an open position	Hiring College/Unit uploads document to the HR Front End
<input type="checkbox"/> <u>MEETS MINIMUM QUALIFICATIONS</u> OR <input type="checkbox"/> <u>SEARCH WAIVER</u>	Hire Touch – Created when list of applicants meeting minimum qualifications is finalized  Hire Touch – Waiver approval is provided by the Office for Access and Equity	Hiring College/Unit uploads document to the HR Front End
<input type="checkbox"/> <u>BACKGROUND CHECK APPROVAL EMAIL</u>	E-mail is sent to unit by UIC Human Resources after check is completed	Hiring College/Unit uploads clearance email to the HR Front End
<input type="checkbox"/> <u>SIGNED OFFER LETTER</u>	Created by hiring organization	Hiring College/Unit uploads document to the HR Front End

## ADDITIONAL DOCUMENTS

Depending on the HR Front End transaction type, additional documents may be required. A list of the documents that may be required are listed on the following page.

## ADDITIONAL DOCUMENTS AS NEEDED

Depending on the type of HR Front End (HRFE) transaction, the documents listed below may also be needed for Academic Professional (AP) hires. If required, the following documents must be uploaded to the HRFE transaction.

- \* **TRACKER I-9 FORM (New Hires)** An I-9 (Employment Eligibility Verification) form is required when hiring a new employee. Upon accepting an offer of employment, newly hired employees must complete and sign Section 1 of the I-9 on or before the employee's first day of employment. Employer must examine documents provided for Section 2 and complete within three business days of the date employment begins. ***The Tracker I-9 form must be completed prior to routing the HRFE transaction. It is not a document that is physically attached to the HRFE Transaction.***
- \* **NEPOTISM FORM** A nepotism form may be required, depending on information entered by the employee into UI NEWHIRE.
- \* **BOARD PACKET** Board packets are mandatory for Academic Professional appointments that require formal approval by the Board of Trustees (BOT), on the recommendation of the President.
- \* **PRIMARY SOURCE VERIFICATION (PSV)** PSV's are required for individuals employed in titles performing activities that require state licensure under Illinois law.
- \* **OVERCOMPENSATION REQUEST FORM** An approved Overcompensation/Service In Excess Form will be required for all service in excess appointments. Please work with UIC HR Compensation to ensure that an approved form is attached prior to the addition of any overcompensation assignment.
- \* **RETIRE REHIRE APPROVALS** All appointments and reappointments of SURS Retirees require prior approval by the designated campus authority. Requests are submitted using the electronic "Proposal for Re-Employment of a SURS Employee Retiree" form accompanied by a completed and signed "Statement of SURS Annuity Status" form.
- \* **MULTI-YEAR AGREEMENT** In lieu of a formal offer letter, Multi-Year Agreements approved by the Board of Trustees may be completed and submitted for Division of Intercollegiate Athletic coaches.
- \* **EDUCATION VERIFICATION** While education verifications are completed with the Criminal Background Checks for Academic Professional hires made on the campus side, UI Health completes the education verifications for their AP hires on their own through an outside vendor. Confirmation of the verified degrees must be attached to the HR Front End transaction along with all other required documentation as per this checklist.
- \* **WORK AUTHORIZATION** Current work authorizations are required for Foreign Nationals. Please work with the Office of International Services to ensure that a current work authorization is in place prior to the submission of the HRFE transaction. ***It is not a document that is physically attached to the HRFE Transaction.***
- \* **CONDITIONAL HIRE FORM** Conditional hires are only allowed under the direct approval from the Vice Chancellor of Human Resources and the Vice Provost for Faculty Affairs. It is only under these rare circumstances that offers for conditional hires be made and the Conditional Hire form be used. If approved, the completed form must be attached to the HR Front End transaction along with all other required documentation as per this checklist.