

UNIVERSITY OF ILLINOIS
AT URBANA - CHAMPAIGN

Personnel Services Office

52 East Gregory Drive
Champaign, IL 61820



Extra Help Services
phone (217) 333-4752
fax - (217) 244-7304

TO: DEPARTMENTS HIRING NEW NON-CLERICAL EXTRA HELP
FROM: CHRIS CARR
RE: EXTRA HELP PAPER FORMS FOR NEW HIRES

Two sets of web forms should be used in conjunction with the Nessie New Hire on line forms, and online Civil Service applications that your new, non-clerical extra help employees will complete. Both sets should be printed off for your new hire process each time you are hiring a new employee.

One set is for the employee to sign and those originals should be sent to Extra Help Services, 52 E. Gregory Dr., MC-563. The second set of forms is for the employee to keep.

If you have any questions about the hiring process, please do not hesitate to call us at 333-4752.

INSTRUCTIONS FOR NEW EXTRA HELP NON-CLERICAL POSITIONS IN BANNER

No Pitr required
Department enters directly into Banner forms

1. Employee submits online Civil Service application at www.uihr.uillinois.edu/jobs.

New Unit Task

2. Unit sends email to Extra Help Services at extrahelp@uillinois.edu to notify that they are hiring a new extra help employee. (Job description, start date and rate of pay should be included in the email.)

3. Extra Help Services begins IR process and determines employment eligibility

New Unit Tasks

4. Unit checks in DART for any existing employment for new employee and also checks to see if the new employee has submitted the online application for Civil Service employment (Unit will need the applicant ID to look up the resume form of the online application, which would need to be provided by the new employee). If the new hire already has a home department in DART (can be viewed by choosing "Create New Hire/Employee Group Change" without submitting this form), then the unit would only need to add a new job in NBAJOBS (skip to step 8). If the new hire does not have any other type of employment in DART, unit would proceed with step 5.
5. Unit sets up logon ID and candidate completes NESSIE NEW HIRE and paper forms exclusive to Extra Help employees (These forms can be printed from the Extra Help website at www.pso.uiuc.edu/ExtraHelp.)
6. Unit ensures all NESSIE NEW HIRE information is complete and submitted
7. Unit determines if they have an appropriate pooled position. If not, unit creates a pooled position using the NBAPOSN and NBAPBUD forms
8. Unit fills out NBAJOBS form in BANNER and includes job description in the comment fields on the job detail information screen (Note: The comment button is located next to the effective date field on this screen)
9. Unit forwards all original paperwork, including I-9, to Extra Help Services using a completed HRT Checklist as a cover sheet
10. If a pay adjustment is required, unit will do a pay adjustment. See *HRPPR 107 Training Guide*