

Hire Processing/Hire Date Information

Updated September 19, 2016

Note for internal candidates: The hiring action must be after the background check has been completed and notification from Human Resources (HR) has been sent to the department or college.

1. **Original Appointments (New employees to the University of Idaho)**

New employees who have never worked for the University of Idaho must have a start date that begins after the background check is successfully completed. For example, if the background check was successfully completed on August 15, 2016, the first day of employment could be August 16, 2016 or after.

2. **Temporary (T1 PERSI) to Classified Position**

The termination date for the T1 position should be the last day of the pay period (Saturday) and a change to new PCN EPAF would be done the first day of the following pay period (Sunday) [***following the successful completion of the background check***]. These dates help ensure a seamless transition for changes in benefits, pay changes, etc. For example: Joe Vandal is a PERSI employee that accepted a new classified position. The background check was successfully completed on August 15, 2016 (notification from HR). His first day of employment would be Sunday, August 28, 2016 – the first day of the next pay period (UI 20).

*For T1 PERSI to classified a change can be made in the middle of a pay period if it is **not** possible to transition the employee at the start of a pay period. This requires manual processes and should be avoided as it may cause complications for the employee when enrolling in benefits, leave accrual, pay changes, etc.*

3. **Classified to Exempt Position**

In this situation, the termination date for the classified position must be the last day of the pay period (Saturday) and the start date for the exempt position will be the first day of the following pay period (Sunday) [***following the successful completion of the background check***]. Because exempt employees have different retirement benefits, leave accrual, etc. the action **must** take place in a new pay period. For example, Jane Vandal is a classified employee that has accepted a new exempt position. The background check was completed on August 15, 2016 (notification from HR). Her first day of employment will be Sunday, August 28, 2016 – the first day of the next pay period (UI 20).

4. **Graduate Assistants (GA) and Temp Faculty (F9)**

The date they will start work is typically set at the beginning of a semester. The start date is the day the employee actually began working following the successful completion of the background check.

5. Non-Benefit Eligible Employees (Work-Study, Student, Non-Student (T4), PERSI Eligible (T1))

In order to fill out employment paperwork with HR, non-benefit eligible employees need to know what day they will **start work**. They need to let HR know what date they will start work or the department can send an email (or Offer Letter) to **hr@uidaho.edu**. If they are not able to tell HR and/or HR do not have an email with the information, HR will need to send them back to their department to find out. This is necessary due to I-9 verification requirements.

Recommendation: When choosing a start date/effective date, focus on the first day of work – e.g. training/orientation and first day they are “required” to work. Most employees need to have an orientation or attend training before they will start. This would be their start date. For example, if an employee was hired for the beginning of the academic year and the first day of training/orientation is Wednesday, August 17th, then August 17th would be the start date/effective date for the position. Contact Shelby Hurn if a background check is necessary prior to the proposed start date.

Reminders:

- ✓ Do **NOT** hire or terminate employees on a UI Holiday
- ✓ The actual first day of work is the start date. The first day of work typically consists of University required training and job specific orientation.
- ✓ Employees **cannot** start work prior to successful completion of a background check. HR will notify the department when completed
 - Please communicate this with search committees and supervisors in your department or college/unit so incorrect information is not shared with applicants causing frustration
- ✓ The Form I-9 (Section 1) may be completed any time after there is an official accepted offer and must be no later than the 1st day of work. Section 2 of the I-9 must be completed within 3 days of the start date (first day the employee is actually at work)