Non-Benefit Eligible Hire Information

The Non-Benefit Eligible Hire Form is used to provide Human Resources with the information needed to complete the hiring process for non-benefit eligible employees including Students (Regular, Federal Work Study, and Graduate Assistantship), Lecturers, and Temporary employees. The form must be filled out in its entirety to ensure accuracy when hiring the employee. (More information is found in the Non-Benefit Eligible Hire Form Instructions below).

1) Once the form is completed by the hiring department ("*Department Contact*"), it is submitted to Human Resources. An email is sent from HR to the employee, with the Department Contact copied on the email, notifying the employee of the link to access the new employee paperwork ("*Onboard Checklist*"). The employee and the Department Contact will also receive an automated email from the system which houses the new employee paperwork ("*Onboard*") with the link to access and the instructions to complete the Onboard Checklist.
2) Employees must complete the Onboard Checklist prior to the first day of work.
3) The Department Contact receives email notification and an assigned task in Onboard when the ePAF can be submitted by the Department Contact. The Department Contact will need to log in to Onboard to complete this assigned task. This is completed by clicking "approved" on the task. *Instructions to access the system can be found by clicking here: Onboard.*
4) The employee receives automated notification from Onboard when the employee has completed the Onboard Checklist. This notification also reminds the employee to visit Human Resources to provide the supporting documents for the Form I-9 in-person. This documentation must be received before the ePAF is approved, and before the employee can begin working.
5) The Department Contact may check the status of the employee's completion of Onboard at any time by accessing the Onboard dashboard. The Department Contact will be able to see each task assigned to the employee, and whether the employee has completed it, in the Onboard checklist
6) The Department Contact will receive notification when the ePAF is approved. This is the indicator that the employee has completed all hiring steps and can begin working.

**NOTE: Please allow at least 2 business days for Human Resources to process a new hire.

Non-Benefit Eligible Hire Form Instructions

***This form is most compatible with Internet Explorer browser. The form also works best by saving it to your computer and then completing the fields of the form.*

Type of Hire (Select one from the following list)**:**

- Student Employment – Positions that are held by individuals whose primary role at the University is the pursuit of a course of academic study and who, incidental to that primary role, are employed by the University to work on campus. Student employment is considered a type of financial aid and should be used to enhance the recruitment and retention of students. Students must meet enrollment criteria.
  - Student: Regular or Federal Work Study (RS, WS, or ZS)
  - Graduate Assistant (GA, ZG): Positions are approved through the Grad School and are for one semester in length.

- Temp-Hourly or Salary (U3, Z3, U4, Z4) – Individuals who are employed by the University in a non-benefit eligible status in a part-time capacity, or to work on a specific project typically lasting up to one year in length.
- Lecturer (LP) – Non-tenure track faculty who are hired for one semester at a time.

Hire Status (Select one from the following list):

- Hire – An employee who has never worked at WSU previously.
- Rehire **–** An employee who has worked at WSU previously or an employee who is changing from one non-benefit eligible classification to another (i.e. a student is changing to a temporary status, or a graduate assistant is changing to a lecturer). The employee could have worked at the University at any time, and in any capacity including student, graduate assistantship, lecturer, temporary, or benefit eligible position.
- Add Job – An employee who holds a non-benefit eligible position and is adding an additional non-benefit eligible position, with the intent of working in both (or multiple) positions.

First Name: Provide full, legal, first name of employee

Middle Name or Initial (optional): Provide legal middle name or Initial of employee

Last Name: Provide full, legal, last name of employee

WSU ID (if available): Provide WSUID number for student employment or if the Temp/Lecturer is a rehire.

Email: Provide Non-WSU email address (i.e. yahoo, gmail, etc.) of employee. This is the email that will be used to 1) send the employee the Onboard information and Checklist, 2) send the employee the link to complete a background check, if required 3) communicate about the hiring process, and 3) create the employee's login to systems including Onboard and Banner Employee Self-Service Portal. *** It is important to provide a current and accurate email address.*

Personal Phone Number: Provide a phone number for HR to contact the employee if an issue occurs with the Onboard process.

Org Number: Provide the Org Number where the employee will be working.

Position Number: Provide the position number if the employee is hired into an existing position. The only time the position number is not needed is if the employee will be placed in a new position. The position information can be found by accessing Reporting Services>EPAF Reports>Positions by Organization Report>Select Organization in dropdown>enter fiscal year>Select Employee Group from dropdown>View Report.

If no position number appears in the report, and/or the employee is hired into a new position, enter "NEW" in the Position Number field.

First Day of Work: Provide the start date for the employee. ***The employee must complete the Onboard Checklist and provide supporting documentation for the I-9, and the ePAF must be approved before the employee's First Day of Work.*

End Date: Provide the end date for Temporary Employees, Lecturers, or Graduate Assistantships only.

Department Contact: Provide the name of the person in the department to notify when the Onboard information has been emailed to the employee, when the ePAF can be started, and when the employee has completed the Onboard Checklist. This is also the person who will have access to the status of the Onboard process at any time. The Department Contact does not have to be the employee's supervisor.

Department Contact Email: Provide the email of the Department Contact.

Name and WSU ID of Person Completing Form: Provide the name of the person completing the form. This is needed if a question arises about the information that is provided on the form.

US Export Compliance Requirement: Due to the type of work being done, US citizenship or a license may be required to work in some positions at the University. It is critical that these restrictions are only used when mandated by import/export laws. To determine if a position has export validation requirements, click on the following link:
https://www.wichita.edu/services/humanresources/documents/Import_Export_Compliance_Checklist_Hiring_.pdf

Once the Export Compliance Requirement has been determined, choose the appropriate selection from the drop-down menu. It is important to remember that this is a determination for the position, not for the specific employee being hired.

Choose Reason for Background Check: If a background check is needed, select the respective reason from the drop-down menu. If a background check is not needed, select "No-Background check not needed".

Background Check Billing Org: Provide the "org" number that should be billed if a background check is needed. If the background check is not needed, type "N/A".

Background Check Billing Fund: Provide the fund that should be billed if a background check is needed. Provide the billing fund information if a background check is needed for the position. If the background check should be paid from GU funds, the account number should be A2000. If a background check for the position should be paid from RU funds, the account number should begin with letter (i.e. D1234). If the background check is not needed, type "N/A".

Comments: Provide any comments or information that is not already included on the form.

Submit via Email: This form should be saved to your computer. Then open the saved form, complete the form, and click "Submit via Email". This prompts an outlook email that is addressed by default to employment@wichita.edu.