Below is information regarding the process when hiring faculty or staff including Adjuncts and RIT Temps. This information explains the steps needed in order for the new employee to obtain their UID. Hopefully this will help to reduce their frustration in getting their UID and Identification card as well as to simplify their access to many of the computer systems they will need.

**Hire Process**

It is important that all information is accurate for each step in the hiring process including Name, UID and prior RIT affiliation. Incomplete or inaccurate information can cause additional and unnecessary UIDs to be generated which may cause frustration on the part of the employee.

**Department Process**

1. The pre-offer process for staff is contingent on the results of the background check for all external candidate hires.
   a. The candidate completes the background check authorization and forwards to the Staff Recruitment Assistant
   b. Once the background check has been processed, the Staff Recruitment Assistant will notify the hiring manager if the candidate is cleared for hire.
2. Offer is accepted by candidate and the offer letter (Staff) or contract letter (Faculty) if applicable is signed and returned to the department.
3. Hire EAF is generated by department and routed for approval within the college or Division.
4. Approved Hire EAF for Regular Faculty is sent to the Faculty Recruitment Office along with:
   a. CV
   b. Offer/Contract Letter
   c. Application if candidate did not apply online
5. Approved Hire EAF for Adjunct Faculty is sent directly to HR and not to Faculty Recruitment
6. Approved Hire EAF for Regular Staff is sent to the Staff Recruitment Office.
7. Approved Hire EAF for Temporary Staff (RIT Temp not agency Temp) is sent directly to HR and not Staff Recruitment.

**Faculty Recruitment (FR) Process**

1. Reviews packet for completeness (see above) and attaches requisition.
   a. If incomplete – FR will contact the department for missing information and hold the file until information is received
   b. If complete – FR completes the checklist and forwards to HR for processing

**Staff Recruitment (SR) Process**

1. Reviews packet for completeness (see above) and attaches the requisition
   a. If incomplete – SR will contact the department for missing information and hold the file until the information is received

**Human Resources (HR) Process**

A form I9 must be completed to verify the employee’s eligibility to work in the United States. The form I9 can be completed anytime after the employment offer is made but must be completed no later than 3 business days after the start date.
1. The new hire must come to HR to complete the Form I-9 or make special arrangements for an out of town I9 on or before their hire date.
   a. Once HR has received the form I9, the information will be sent from HR to Claws and People Soft to set the appropriate affiliations.

**Registrar Process for ID Cards**

1. The new employee will obtain the ID card request form from HR and then take it to Registrar’s office. The UID is written on the request form, if available.
2. The Registrar’s office will generate the ID card using the ID card request form.
   a. A form of ID and the Social Security Number (SSN) from the employee is required by the Registrar’s office to generate the card.
   b. The Registrar’s office will create a new UID or update the existing UID with the affiliation of New Hire and with SSN and DOB from employee.

**Registrar Process for Faculty Access to People Soft.**

1. New faculty will automatically be granted access once the affiliation information is created in PeopleSoft based on the information feed from HR to People Soft and Claws. (Please note that this will not occur until the form I9 has been completed and processed in HR).
2. If a UID is found in People Soft, the request is completed and access is granted
3. If a UID is not found in People Soft, the correct affiliations cannot be added.
   a. An error report is generated to the Registrar’s office
   b. The Registrar’s office will contact HR to determine the cause for the error and work to resolve it.

Additional information about the Career Zone upgrade can be found at [http://finweb.rit.edu/humanresources/recruitment/czupgrade.html](http://finweb.rit.edu/humanresources/recruitment/czupgrade.html).

If you have any questions, please contact your Human Resources Services Manager.

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