

Populating Hiring Proposal with Unique Identifier (SS/UID)

Purpose: Use this guide to understand which unique identifier should be entered in the Hiring Proposal, based on the timeline of electronic letter of intent (eLOI) implementation.

Before eLOI Implementation

All PeopleAdmin (PA7) and 5.8 Hires

Timeline: Current-December 2

The following steps will be completed while the paper process for Letters of Intent is occurring.

1. Department receives signed Letter of Intent (LOI), confirming the candidates acceptance
2. PA7 Posting Admin enters Social Security number into **Offer Accepted and Recruitment** section of the Hiring Proposal
 - *University ID (UID) should be entered for transfers or previous employees*
3. PA7 Posting Admin moves any remaining active applicants to a final status
4. PA7 Posting Admin routes the Hiring Proposal to *Offer Accepted, Confirmed Hire*
5. University Human Resources (UHR) will create a UID and populate the UID on Hiring Proposal
6. UHR will update the Hiring Proposal status to *HR Finalize Hire*.

Departmental contact on the Hiring Proposal will receive an email when the EPA is ready to be completed. PA7 Posting Admins are encouraged to add the Hiring Proposal to their watch list to monitor hiring progress.

After eLOI Implementation – Phase 1

PA7 Faculty and P&S Hires Only

Timeline: December 2-Phase 2

Excluded:

- *Those needing assistance with electronic forms.*
- *Merit, Merit Temp, P&S Temporary or Emergency Hires (follow Before eLOI Implementation process).*
- *PA 5.8 hires should be processed with the current process and are not eligible for eLOI.*

The University ID number will be generated at the time the candidate accepts or declines the offer, if they receive an electronic letter of intent. Therefore, if the person accepts the offer, the PA7 Posting Admin must enter the UID (*instead of Social Security Number*) to the Hiring Proposal.

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1. eLOI Originator receives email notification that the candidate has accepted the hire
2. eLOI Originator logs into A+ to see candidate's UID on eLOI
3. PA7 Posting Admin enters UID into **Offer Accepted and Recruitment** section of the Hiring Proposal
 - a. *If the PA7 Posting Admin is not the eLOI originator, communication should occur regarding new employee's UID*
4. PA7 Posting Admin moves any remaining active applicants to a final status
5. PA7 Posting Admin routes the Hiring Proposal to *Offer Accepted, Confirmed Hire*
6. UHR will update the hiring proposal status to *HR Finalize Hire*.

PA7 Posting Admins are encouraged to add the Hiring Proposal to their watch list to monitor hiring progress. The day after the *Offer Accepted, Confirmed Hire* status, the EPA will be ready (no email contact will be made).

After eLOI Implementation – Phase 2

Timeline: TBD-Future

All PA7 Hires

The University ID number will be generated at the time the candidate accepts or declines the offer, if they receive an electronic letter of intent. Therefore, if the person accepts the offer, the eLOI originator and PA7 Posting Admin are able to enter the UID (*instead of Social Security Number*) to the Hiring Proposal.

1. eLOI originator receives email notification that the candidate has accepted the hire
2. eLOI originator logs into A+ to see candidate's UID on eLOI
 - a. PA7 Posting Admin enters UID into **Offer Accepted and Recruitment** section of the Hiring Proposal *If the PA7 Posting Admin is not the eLOI originator, communication should occur regarding new employee's UID*
3. PA7 Posting Admin routes the Hiring Proposal to *Offer Accepted, Confirmed Hire*
4. HR Administration will update the hiring proposal status to *HR Finalize Hire*.

PA7 Posting Admins are encouraged to add the Hiring Proposal to their watch list to monitor hiring progress. The day after the *HR Finalize Hire* status, the EPA will be ready (no email contact will be made).