eJobs Hiring Proposal Workflow States

Type of Hire	Workflow State	What it Means	What Happens	TIPS	HR Actions
Regular Hires	Personnel	Contract Sent to Hire for signature	Contract reviewed, sent electronically to Employee for Signature	* Hiring Managers can view the signed contract in the Hiring Proposal;	Add to Dashboard
	HR-Pre-employment	Contract Signed, Employee Record Created	* Contract in queue to be processed by HR; * ETSU email generated overnight		Process to Banner, move to HR for Processing--Hold until Onboarding Session
	Hire Approved- HR for Processing	Employee record created, email generated,	* Contract held by HR until required onboarding session is completed and required paperwork is received * Two emails sent to new hire regarding Onboarding session	* Hiring Proposals will not be marked as Hired until processed by Payroll; * HR Coordinator will email benefit eligible hires regarding enrollment. *New Hires cannot begin online enrollment until first day of employment.*	Verify Personal Information to verification documents; Move to Tax Compliance if International, move to Payroll if not
	Tax Compliance	Hire is an International Hire, Additional paperwork required, GLACIER must be completed	* Automatic email to hire to complete GLACIER paperwork.		Send to Payroll when complete
	Payroll	Contract Processed by HR, sent to Payroll for Final Processing	* Onboarding session completed, required paperwork received * Automatic email to Payroll for Job record creation; * Automatic email to Hiring Managers that hire is approved and ready to work;	* Hire approved to begin working * Payroll processing will create the new employee's job record, this will create the employee's timesheet in TRS.	Process to Banner; Send to Hired when complete
	Hired	Hire Complete			Personnel Budget notification to University Budget, CBA; notify department when applicant approved
Temporary Hires	Personnel	Contract Sent to Hire for signature	Contract reviewed, sent electronically to Employee for Signature	* Hiring Managers can view the signed contract in the Hiring Proposal;	No Change
	HR-Pre-employment	Contract Signed, Hiring Paperwork Needed	* Automatic email to hire to complete hiring paperwork via Dynamic Forms; * New Hires must present employment verification documents at HR before paperwork is considered complete	* Hiring Managers will see Dynamic Forms links on the Hiring Proposal summary page under Hiring Proposal Documents when the employee has completed the required hiring paperwork;	No Change
	Tax Compliance	Hire is an International Hire, Additional paperwork required, GLACIER must be completed	* Automatic email to hire to complete GLACIER paperwork.		No Change
	Hire Approved- HR for Processing	Pre-employment paperwork completed, Contract ready for HR Processing	* Contract in queue to be processed by HR- new Employee record created in Banner;	* Hiring Proposals will not be marked as Hired until processed by Payroll; * HR processing will create the new employee's E#, access to email will be available the next day. * New Employee approved to begin working. * HR Coordinator will email benefit eligible hires regarding enrollment. *New Hires cannot begin online enrollment until first day of employment.*	No Change
	Payroll	Contract Processed by HR, sent to Payroll for Final Processing	* Automatic email to Payroll for Job record creation; * Automatic email to Hiring Managers that hire is approved and ready to work;	* Payroll processing will create the new employee's job record, this will create the employee's timesheet in TRS.	No Change
	Hired	Hire Complete	* Automatic email to employee about how to get a parking permit, ID, and benefits enrollment.		No Change