

eJobs Hiring Proposal Workflow States				
Type of Hire	Workflow State	What it Means	What Happens	TIPS
Regular and 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;
	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;
	Tax Compliance	Hire is an International Hire, Additional paperwork required, GLACIER must be completed	* Automatic email to hire to complete GLACIER paperwork.	
	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. <i>New Hires cannot begin online enrollment until first day of employment.</i>
	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.
	Hired	Hire Complete	* Automatic email to employee about how to get a parking permit, ID, and benefits enrollment.	