



INSTRUCTIONS: NEW HIRE RECORD SETUP REQUEST FORM

The purpose of the New Hire Record Setup Request Form is to provide Payroll with the information and approval required to setup an employee record in Banner. This form is needed when the employee is hired outside of the standard process through the PageUp Applicant Tracking System.

Once the form has been completed, the new hire record will be created and the CWID will be generated. The hiring department will receive the CWID from Payroll noted on the completed form. The hiring department will then submit an electronic personnel action form, ePA, to establish the job record. The job record is necessary for onboarding activities, payroll services, OIT services and access to other campus privileges.

WHO SHOULD USE THIS FORM?

This form is to be used for faculty and staff new hires **ONLY** when the position is not recruited and hired through the PageUp Applicant Tracking System.

For individuals hired through PageUp, the information obtained through this form is collected with the New Hire Forms completed through the PageUp hiring process. Once completed, the CWID will also be created through the PageUp hiring process and provided to the department.

For individuals who are not new hires, but require a CWID for access to certain campus privileges, please see the Access to Campus Privileges Setup Request process on the Payroll Guidelines and Forms page.

HOW SHOULD THIS FORM BE COMPLETED?

The New Hire Record Setup Request Form can be initiated and approved through DocuSign by using the link on the [Payroll Guidelines and Forms](#) page. The completed form will be returned to the individuals in the routing once the form has been approved and the record has been created.

HIRING DEPARTMENT

The Hiring Department will initiate this form once all pre-employment screens have been successfully completed. The Hiring Department will be responsible for providing the position information. If a CWID was created for the new hire during the recruitment process (i.e. reimbursements through accounts payable, etc.), please make sure the new hire is aware of the CWID and includes it when completing the form.

NEW HIRE

The New Hire will complete the remainder of the form providing Payroll with the necessary demographic information to setup a new hire record in Banner.

TALENT ACQUISITION OR ACADEMIC AFFAIRS:

For staff new hires, the form should be routed to the hiring department's point of contact in Talent Acquisition. Talent Acquisition will confirm all required pre-employment screens have been successfully completed before approving the form for processing.

For faculty new hires, the form should be routed to Academic Affairs. Academic Affairs will confirm all required pre-employment screens have been successfully completed before approving the form for processing.
Academic Affairs Point of Contact: Karla Nicholson (knichols@ua.edu)

PAYROLL

Once approved, the form will automatically route to Payroll for processing. Once processed by Payroll, the completed form will be emailed to all individuals listed in the routing. Departments can review the bottom of the completed form for the assigned CWID.