THE UNIVERSITY OF ALABAMA®
WHERE LEGENDS ARE MADE
Faculty and Staff Employment

- Staff start dates must be on a Monday and cannot be backdated.

- Faculty typical start dates are 8/16, 1/1 or the first day of the term based on the Academic Calendar. When these typical dates don’t work, the start date should occur on a Monday.

- New staff benefits eligible employees must attend New Employee Orientation on their first day. New Faculty Orientation is generally held in August prior to the start of the Academic Year; however, new faculty are also strongly encouraged to attend the general New Employee Orientation sessions which are held every Monday. Attendance at orientation by non-benefits eligible employees is optional.

- The ePA must be completed, approved and routed to payroll no later than seven business days prior to their start date. Please account for any departmental/budget delays in meeting this deadline.

- Offer letters include a link to schedule a pre-employment appointment prior to the start date where the I-9 is completed.

- Faculty and staff processed through ePA reappointments do not have to attend a pre-employment appointment. Departments are required to check if a new I-9 is required by emailing hr@ua.edu with the name, CWID, and date of hire prior to the start date to see if an I-9 is needed. If needed, the departmental I-9 representatives should send rehires the I-9 email using the On Campus I-9 Email Template prior to the start date.
Student Employment

• Undergraduate Student Assistants, Graduate Student Assistants and Work Study Students typical start dates must be on a Monday and cannot be backdated.

• Graduate Teaching Assistants and Graduate Research Assistants typical start dates are 8/16, 1/1 or the first day of the term based on the Academic Calendar. When these typical dates don’t work, the start date should occur on a Monday.

• The ePA must be completed, approved and routed to payroll no later than seven business days prior to their start date. Please account for any departmental/budget delays in meeting this deadline.

• Departments are required to check if a new I-9 is required by emailing hr@ua.edu with the name, CWID, and date of hire prior to the start date to see if an I-9 is needed. If needed, the departmental I-9 representatives should send rehires the I-9 email using the On Campus I-9 Email Template prior to the start date.
What can you do to improve compliance?

New Faculty and Staff
• Verify the new hire has attended their pre-employment appointment.
  • Is the I-9 complete in Equifax?
  • Is the new hire is scheduled for New Employee Orientation in PageUp?
• Verify the ePA is complete in Banner.

Rehired Faculty and Staff
• Verify that the I-9 is needed by emailing hr@ua.edu.
• Send email to rehire using template if needed.
• Verify I-9 is complete in Equifax.
• Verify the ePA is complete in Banner.

New Students
• Verify the I-9 is complete in Equifax.
• Verify the ePA is complete in Banner.

Rehired Students
• Verify that the I-9 is needed by emailing hr@ua.edu.
• Send email to rehire using template if needed.
• Verify I-9 is complete in Equifax.
• Verify the ePA is complete in Banner.