

Personnel Administrator Steps for New Hires*

Step 1: When meeting with applicants...

For hourly, student worker, and work-study employees, PA reviews criminal conviction disclosure on eJobs application for job relatedness and initials beside criminal convictions section acknowledging that they have been reviewed. PA explains the importance of full disclosure of criminal convictions and takes appropriate action as necessary.

Step 2: As the job offer is being made...

PA explains to the employee that s/he will receive an email requesting address, SSN, and other personal identifying information and that s/he must electronically consent to having a criminal records check completed before being placed on payroll. *Note: If the new hire is meeting with the PA, the PA should have the new employee provide the eConsent immediately after entering data into HireRight.*

PA obtains the following information (for Express Hire & HireRight) through phone conversation or in-person meeting with the new employee.

- Name (as appears on Social Security Card)
- SSN
- Date of birth
- Address
- Gender
- Email address (needed for HireRight)
- If the position is "sensitive," availability (dates and times) to complete fingerprinting check

*Also includes rehires

Step 3: After the job offer has been accepted...

- PA enters information into Express Hire.
- PA enters information into HireRight. *Note: If the new hire is meeting with the PA, the PA should have the new employee provide the eConsent immediately.*
- If the position is “sensitive,” PA contacts VCU Campus Police to schedule new hire for date and time to get fingerprinted:
 - Melissa Severin, 828-3851
 - Kelly Gilmore, 828-6334

Step 4: On the first day of employment...

- PA ensures that I-9 form is signed by new employee *on or before* the first day of work.
- PA informs new employee of campus and work addresses to include on the Personal Data Form (PDF).

Step 5: Within first 3 days of employment...

- PA meets with new employee (except for classified employees who meet with their HR Generalist) *no later than* three days after hire to complete new hire paperwork.
- PA obtains signed I-9 and reviews documents, signing and/or having employee sign as appropriate.
- Employee completes PDF.
- PA (or HRG for centralized hires) signs PDF acknowledging that campus and work addresses have been reviewed.
- PA monitors status of HireRight eConsent. *Note: HR will not process new hire paperwork without HireRight eConsent or response from VCU Campus Police, if position is “sensitive.”*

Step 6: Once all new hire documents have been collected...

PA submits new hire paperwork to HR Operations for decentralized hires.

Note: For new-hire/rehire forms, go to <http://www.hr.vcu.edu/jobs/QuickReferenceNewHire.pdf>