

Express Hire and HireRight User Guide

Introduction

The **Express Hire** process allows departments to input minimal data on any type of new^{*} employee until all paperwork is complete and information can be fully entered into the Banner system. Express Hire data is used for a variety of service and security purposes including:

- On-line information access, including benefits and orientation information
- Verification, issuance, and cancellation of the VCUCard
- Building and systems access
- Assignment of eID and e-mail accounts
- Parking
- Training registration

Note: After personnel data on a new employee is entered into Express Hire, it may take up to five days for this information to transfer to other University systems for assignment of e-mail accounts and for other purposes.

Using the Express Hire process does not permit new employees to be paid; all paperwork and hiring authorizations must be completed and paperwork submitted to VCU Human Resources (HR) to complete the new hire and payroll record.

Note: If your new employee has not yet received a Social Security Number (SSN), you must still enter his/her data into Express Hire. Follow the instructions in this guide carefully. You will need to **leave the SSN field blank – do not use all 8s as the SSN.** Once Express Hire has been completed, call HR Operations at 827-1770 to let us know that the employee needs a temporary SSN in Banner. We will generate this information for you so the Express Hire data will update to the VCUCard office and other areas of the University.

The <u>HireRight</u> process allows departments to input data on employees so that a criminal history background check and the I-9 form can be processed. This action is required **before** a PAF can be entered into Banner.

The **Employee Class Change** process allows departments to enter minimal information into Banner to alert HR, the VCUCard office, and other University offices of a change in employee class. This action is *especially important* when benefits eligibility is affected by the change (i.e., adjunct to faculty).

^{*} Faculty new hires can be put into Express Hire prior to signing their contracts.

Responsibility

It is the responsibility of the hiring department to input Express Hire and HireRight data on all new* employees, including new employees who do not yet have a Social Security number.

It also is the department's responsibility to provide HR with all paperwork for decentralized hires in a timely manner so that data entry can be completed and the employee placed on the payroll.

For both centralized and decentralized hiring, HR is responsible for completing data entry and placing the new employee on the payroll.

Access

- Express Hire is accessed through Internet Native Banner (INB).
- HireRight is accessed at https://www.hireright.com/login.html. To obtain access to HireRight, you must be a Personnel Administrator (PA) or have your supervisor request access for you. Contact VCU Human Resources Office of Learning and Development for more information about access.

For Assistance

Contact your HR Consultant or HR Administrator with questions regarding the Express Hire or HireRight processes.

Express Hire Codes and Field Definitions

Field Definition of Fields

ID - Identification Number in Banner
Matching Source - Validation of fields to search against (Express Hire)
NAME - Last name, first name, middle initial, suffix, prefix of the new employee
Address Type - Type of Address identified
Address - Address Identified
Start Date – Effective Date of the new hire (MM/DD/CCYY)
SSN/SIN/TIN - Social Security Number or Tax Identification Number of the new employee
Birth Date - Date of Birth
Gender - Male or Female

^{*}Faculty new hires can be put into Express Hire prior to signing their contracts.

Email Type - Type of Email Address identified
Email - Email Address identified
Telephone Type - Type of Phone Number identified
Telephone - Phone Number identified
Code - Code for Express Hire Information
Comment - Information for Express Hire

Express Hire Codes

SD = Start Date (MM/DD/CCYY)** **ORG** = Home Organization Number

C1	Classified FT – Non Exempt	A1	Admin Faculty 12 month FT	Ν	M1	Clinical MD Faculty 12 month FT
C2	Classified FT – Exempt	A2	Admin Faculty 9/10 month FT	Ν	M2	Clinical MD Faculty 9/10 month FT
C3	Classified ≥80 – Non Exempt	A3	Admin Faculty 12 month PT	Ν	М3	Clinical MD Faculty 12 month PT – 50<79
C4	Classified ≥ 80 – Exempt	A4	Admin Faculty 9/10 month PT 50<79	Ν	M4	Clinical MD Faculty 9/10 month PT – 50<79
C5	Classified 50<79 – Non Exempt	A5	Admin Faculty PT 12≥80	Ν	M5	Clinical MD Faculty 12 month PT – 12≥80)
C6	Classified 50<79 Exempt	A6	Admin Faculty 9/10 month PT ≥80	Ν	M6	Clinical MD Faculty 9/10 month PT ≥80
LE	Law Enforcement Officers FT	P1	Prof Faculty 12 month FT	0	01	Clinical Other Faculty 12 month – FT
F1	Teaching & Research Faculty 12 month FT	P2	Prof Faculty 9/10 FT		02	Clinical Other Faculty 9/10 month FT
F2	Teaching & Research Faculty 9/10 month FT	P3	Prof Faculty 12 month PT 50<79		03	Clinical Other Faculty 12 month PT – 50<79
F3	Teaching & Research 12 month PT 50<79	P4	Prof Faculty 9/10 month PT 50<70		04	Clinical Other Faculty 9/10 month PT 50<79
F4	Teaching & Research 9/10 month PT 50<79	P5	Prof Faculty 12 month PT 12≥80	0	05	Clinical Other Faculty 12 month PT 12≥80
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AJ	Adjunct Faculty	PD	Post-Doctoral Fellow	۷	WS	Work-Study
				A	AF	Affiliates

Employee Class = Code used to identify the employee's classification and benefits eligibility

^{**}In order for Express Hire to process correctly, you *must* enter the date in the correct format.

- Quick Reference Guide -

Express Hire

What is Express Hire?

Express Hire is the process that allows departments to input minimal data on any type of new employee until all paperwork is complete and information can be fully entered into the Banner system.

Instructions

- 1. Log into Banner with your username and password.
- 2. In the Go To... box, type **EXPHIRE** and hit **Enter**.
- 3. Click the Generate ID icon. This action should enter the word GENERATED in the box next to ID.
- 4. Click on the down arrow key next to the box that says Matching Source.
 - Select the matching source that says **EXPRESS HIRE** from the box that pops up.
- 5. On the menu bar, click on **Block** and then click Next.
- 6. Enter all of the information you have for the new employee. You *must* enter the following:
 - First name
 - Last name
 - SSN/Tax ID (leave blank if the employee does not yet have a SSN and call HR at 827-1770 after completing Express Hire to let us know the employee needs a temporary SSN; <u>DO NOT</u> use all 8s; see the "Introduction" section for more details)
 - Date of Birth (which includes birth date day, birth date month, and birth date year providing additional match fields)
 - Gender
 - Current permanent mailing address (street address, city, state, and zip code)
- **7.** When finished, click **Duplicate Check Icon**. (This action will allow you to see if you are trying to create a record that already exists in Banner). Duplicate record?
 - If Yes, click on the record of the person you want. Then click Select ID.
 - If Not Sure, contact HR at 827-1770.
 - If No, click the Create New icon to create the new record and then click OK.

VERY IMPORTANT! Make sure this person does not exist in the system already. You could get some potential matches or a match, but that does not mean the record is the same person. Once you click **Create New**, the record is in the system and cannot be undone. *IF YOU ARE UNSURE OF POTENTIAL MATCHES, CALL HR AT 827-1770 FOR VERIFICATION!*

- 8. Click the X at the end of the toolbar. This action should open another form called **Comment** (**PPACMNT**).
- 9. On the menu bar, click on **Block** and then click **Next**.
- **10.** If a box pops up that says "Query caused no records to be retrieved," click **OK**.
- 11. Click the down arrow key next to the box that says "Code."
- 12. Select the Employee Class and click OK.
- **13.** Hit the down arrow key, on the keyboard, to move to the next empty line.
- 14. In the box next to "Code," type ORG and then hit tab. It should say Home Organization Number.
- **15.** In the comment box, type in your **Home Organization Number**.
 - **a.** *Hint:* Home Organization number is four digits.

- **16.** Hit the down arrow key on the keyboard to move to the next empty line.
- 17. In the box next to "Code," type **SD** and then hit **tab**. It should say **Start Date**.
- 18. In the comment box, type the Start Date (format should be MM/DD/CCYY).
- **19.** Hit the down arrow key on the keyboard to move to the next empty line.
- **20.** Select the Administrative Level, if applicable. **NOTE:** Not all employees have an Administrative Level. For more information, refer to the Administrative Level Quick Reference Guide located at http://www.hr.vcu.edu/media/hr/documents/AdministrativeLevel.pdf.
- 21. On the menu bar, click on File and then click Save.***

***Free–Form Comment Field can be used to provide additional information, such as address changes or new hire packet delivery instructions.

Page 1 of Express Hire

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This Banner Form is used in the initial establishment of an employee in Banner as well as for Employee Class Changes. For Employee Class Changes, ALL fields must be updated.

Page 2 of Express Hire

- Quick Reference Guide -Updating Employee Class Data^{****}

Instructions

- 1. Log into Banner with your username and password.
- 2. In the Go To... Box, type ECLSCHANGE and hit Enter.
- 3. Type in the Banner ID for the employee. *Note:* If unable to access an employee, call HR at 827-1770 to have the employee's Home ORG updated in Banner.
- 4. On the menu bar click on **Block** and then click **Next**. *Note:* If a box pops up that says "Query caused no records to be retrieved," click **OK**.
 - If information for the employee already exists, all fields must be updated with new information (see page 7).
- 5. Click the down arrow key next to the box that says "Code."
- 6. Select the new Employee Class and click OK.
- 7. Hit the down arrow key on the keyboard to move to the next empty line.
- 8. In the box next to "Code," type **ORG** and then hit tab. It should say **Home Organization Number**.
- 9. In the comment box, type in your Home Organization Number.
 - **a.** *Hint:* Home Organization number is four digits.
- **10.** Hit the down arrow key on the keyboard to move to the next empty line.
- **11.** In the box next to "Code," type **SD** and then hit tab. Field will say **Start Date**.
- 12. In the comment box, type the Start Date in the format MM/DD/CCY.
- **13.**On the menu bar, click on **File** and then click **Save**.

^{****}It is important to update a person's Employee Class because it may affect benefits eligibility and security access.

- Quick Reference Guide -HireRight Background Checks

As an eJobs PA, you will be provided a login and password from HireRight.

- Go to <u>https://www.hireright.com/login.html</u>.
- Enter "VCU" as the Company ID.
- Enter your provided username and password.
- Click "Login."
- The system will prompt you to change your password the first time you log in.

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How to Submit a Criminal Background Request

1. Click on "New Order."

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2. Select the Package of services you want to order and click Next.

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- 3. Click the "Email applicant..." checkbox.
- 4. Enter the applicant's name and email information.
 - You can invite up to 5 applicants at a time. Simply click the **Add Applicant** link.
- 5. Choose the specific email message you want to send from the drop-down menu and click **Next**. An email invitation is sent to the applicant.



6. The request immediately appears in the Screening Manager dashboard in the Invitations tab, with a Status of Sent to Applicant.

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Checking the status of the employee's eConsent:

- Click on the various **Tabs** to locate the individuals for whom you've requested background checks:
 - o Invitations Employee has not yet completed the eConsent process.
 - Not submitted Employee has begun the eConsent process but has not completed or submitted it.
 - Remind employee to submit eConsent. The PAF and new hire paperwork cannot be processed until eConsent has been completed.
 - In Progress Employee has completed eConsent and HireRight is conducting the investigation. Check is not yet completed.
 - Pending Adjudication Check has been completed and is being reviewed by HR Compliance for any criminal history.
 - Completed HR Compliance has completed the review.
 - Status will be either "Meets Company Standards" or "Does Not Meet Company Standards."
 - HR Compliance will discuss with the department any criminal history that *does not meet company standards*, prior to selecting this status.

HireRight Electronic Form I-9 and E-Verify

- Go to https://www.hireright.com/login.html.
- Enter "VCU" as the Company ID.
- Enter your username and password.
- Click "Login."
 - The system will automatically log you into the Background Check Dashboard.
 - To switch over to the Form I-9 Dashboard, go to the **Select Account:** drop down menu located in the top right corner of the screen
 - Select "Virginia Commonwealth University I-9 Account." This will automatically take you over to the Form I-9 Dashboard.

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• In order to Create New Requests, View Folders, and check the status of pending Form I-9 and E-Verify requests, you must first click on I-9 Forms and then Manage I-9 Forms.

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- Detailed instructions for how to Create New Requests, View Folders, and check the status of pending Form I-9 and E-Verify requests are located in the next section: **HireRight Form I-9 Guide for Personnel Administrators**.
- *Note:* If you do not have PA access and you need access to HireRight, contact HR Security at 827-0495 for instructions on obtaining a HireRight username and password.

HireRight Form I-9 Guide for Personnel Administrators

INVITING THE EMPLOYEE TO FILL OUT THE ELECTRONIC I-9 FORM

Using the Invite Employee option to send the employee an e-mail invitation to fill out the electronic I-9 form.

- 1. Login to your account and click Manage I-9 Forms. HireRight
- 2. Click the New pull-down menu.
- 3. Select the Invite Employee button.

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Completing Section 1

4. Enter the employee's name and email address.

NOTE: While it is not required, it is a recommended best practice to insert the *Employee Start Date* at this time. This will initiate reminder emails to the employee or employer of deadlines and requirements, based on status.

 Some accounts will display option boxes, asking for a Hiring Manager. This allows you to designate a non-HireRight system user temporary access to complete section 2 of this specific I-9 form. If you or another system user will be completing section 2, leave these boxes blank.

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Hire Safe. Hire Smart. HireRight."

6. Click Submit.

TO VERIFY I-9 DOCS (COMPLETING SECTION 2)

Prior to being able to complete section 2, the employee MUST complete section 1.

To Verify I-9 Docs

- 1. Login to your account and click Manage I-9 Forms.
- 2. Click on the Pending Employer tab.
- 3. Select the employee record by clicking anywhere on the record.
- Right click on the employee record and select Verify I-9 Docs from the pull-down menu or Click on the employee record to select and then select Verify I-9 Docs from the More Options menu.

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The electronic version of the I-9 Employment Eligibility document opens.

5. Review and select Employer Review & Verification on left or Next

Bottom

Fill in all the relevant information on List A or click Lists B&C.

 Click the Electronically Sign button to complete. The I-9 form is electronically stored in your account.

Notice that there are instructions and a list of acceptable documents available for your convenience.

E C Form I-9 Instructions

User may click on either the List A or List B&C tabs to enter the I-9 information.

Applicant is required to provide information for either; one document under the tab List A, or a document for each of List B and C.

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NOTE:

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent to the Department of Homeland Security for verification.
- The DHS will respond with a case number.
- Report will display a unique DHS Case Number and status.
- The DHS will typically provide a response within 5 minutes, with one of two types of results:
 - i. Tentative Non-Confirmation requires additional steps for verifying employee's authorization to work
 - ii. Employment Authorized



USING HIRERIGHT'S E-VERIFY PHOTO MATCHING TOOL

As mandated by the U.S. Department of Homeland Security, all customers using HireRight's E-Verify solution are required to use the E-Verify Photo Matching Tool.

What does the E-Verify Photo Matching Tool do?

Using HireRight's E-Verify Photo Matching Tool, you will be verifying that the photo displayed in E-Verify is identical to the photo on the document that the employee presented to you in Section 2 of the I-9 Form. Photo matching is seamlessly built into the workflow. Once E-Verify is initiated, a window will appear that prompts users to compare the photo on the employee's documentation with a photo displayed on HireRight's E-Verify screen. This helps ensure that the documents provided are valid.

The photo matching step automatically occurs when an employee presents any of the following documents as proof of employment eligibility:

- U.S. Passport or Passport card active for HireRight customers on 4/20/2011
- Permanent Resident Card (Form I-551) active for HireRight customers on 12/3/2010
- Employment Authorization Document (Form I-766) active for HireRight customers on 12/3/2010

When the employee presents one of the above documents and the I-9 Form information entered by the employer matches DHS records, the employee's photo automatically displays on HireRight's E-Verify screen.

NOTE: If an employee presents a U.S. Passport (or Passport Card), Permanent Resident Card, or Employment Authorization Document, E-Verify requires that **the employer must make a copy of that document and keep it on file with the I-9 Form.** If you prefer to not keep a paper copy, you may scan and upload a PDF file to the HireRight system using the Manage Supporting Documents feature (provided this permission is activated for your account).

Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may violate federal law prohibiting discrimination in the verification process.

Sample Document Images

U.S. Passport

Note: Images may vary from documents shown here based on document issue date.







U.S. Passport Card





I-551 (Permanent Resident Card)





Form I-766 (Employment Authorization Card)







E-Verify Photo Tool Process

 In HireRight's I-9 and E-Verify interface, the Photo Matching Tool may be activated for the Section 2 signer when an employee selects "Lawful Permanent Resident" or "Alien Authorized to Work" in the Citizenship Status area of the E-Verify process and provides an *I-551* Permanent Resident Card or *I-766 Employment* Authorization Document.

Citizenship Status	
l attest, under penalty of p	erjury, that I am (select one of the following):
O Citizen of the United St	tates
O Noncitizen national of I	the United States
 Lawful Permanent Res 	ident (Alien # Required)
Alien #	A123456789
Alien Authorized to We	ork (Alien # or Admission # required)
Alien Authorized to (Alien # or Admiss) required) until	on # / /
Type	Alien # Admission #
Jalien # or Admis	t non

 In either of these cases, if the employee provides an *I-551 Permanent Resident Card* or *I-766 Employment* Authorization Document to verify their authorization to work (from List A documents of the I-9 form), an E-Verify photo verification will be required.

NOTE: As of 12/3/2010, Alien number (#) will no longer be accepted as a document number (#) for I-551 & I-766, and you must MAKE and retain a photocopy of the I-766 and I-551 if either of these documents are presented by the employee.

List /	ListB	& C
Document A	1	
Document Title:	Permanent Resident Card	×
Ulssuing Authority: *	stice Immigration and Naturalization Service	
Document #.*	XYZ1234567890	
Section Date (if any).	01 / 01 / 2015	
Document #:		
Expiration Date (if any):	mm / dd / www	

 An E-Verify Photo Match is activated once you click "Submit I-9 Verification"

Hire Safe. Hire Smart. HireRight."

ument Titler *	1-766	(Employr	ment Authoru	zation)	~
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loyee Start Date *	12 nake and re	23 stain a pho	2010 stocopy of the	e 1-766 or 1-551 if eith	er of the



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ONCE YOU CLICK SUBMIT:

Employee data is automatically sent to E-Verify.

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
 Note: E-Verify will typically provide a response within 5 minutes.

Don't Get Stuck! - Some Troubleshooting Tips

What If the Photos Don't Match? - In the cases when the photo that is returned to you from E-Verify doesn't match the photo that was given to you by the employee, you must select NO when prompted "Does the photograph above match the photograph on the documented presented by the employee?"

Does the photograph abov	e match the photograph o	n the docu	inert presented by the emplo-
C Yes			
C2			
		80	
			Submit

In these cases, E-Verify will likely return a Tentative Non-Confirmation (TNC) for this employee. When you refer the employee through the TNC process, you will be prompted to **send photocopies** of the employment documents and physically mail them to E-Verify. Information regarding what to send, who to send it to, and by when, is automatically displayed for you when you refer the employee within the HireRight system.

Document # vs. Alien #*

The Document number (shown as Card # on the Employment Authorization Card) is displayed below the Alien Number. The document number should be three (3) letters followed by ten (10) numbers, and the alien number is a nine (9) digit number typically found on the card as A#. As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 & I-766.



* Images may vary from documents shown here based on document issue date.



HOW TO UPLOAD SUPPORTING DOCUMENTS

The HireRight I-9 Solution can store scanned images of I-9 supporting documents (such as images of Social Security cards). Simply scan the documents and use this feature to upload and store the files with HireRight.

Note: The documents you upload must be saved as PDF.

- 1. Login to your account and click I-9 Forms, Manage I-9 Forms.
- 2. Right-click on the applicant and select Manage Supporting Docs.



View/Print	
Reassign	
Re-verify I-9 Form	
Manage Supporting Docs	
Resolve Case	
Send Form	
E-Verify Report 🛛 😕	
View Audit Trail	
Correct I-9 Form	
Re-submit Case	
Delete I-9 form	
Flag 🕨	

 At the Upload Supporting Documents page, click Browse to locate the file on your computer you want to upload.

NOTE: Only PDF files can be uploaded.

 Indicate the type of document you are uploading by choosing it from the Document Type menu. (U.S. Passport shown.)

If the document type you are uploading is not listed, choose **Other Document** and add a description in the **Document Description** field that appears.

- 5. Click the Upload button.
- 6. When you are finished, click Close.

If you would like to see the new document in the list, click the **Refresh** button.





HOW TO RE-VERIFY EMPLOYEE ELIGIBILITY (COMPLETING SECTION 3 OF THE I-9 FORM)

Re-verification may be desired in following instances:

- An employee has a name change
 - Work authorization documentation has expired and needs to be updated

NOTE: If the I-9 Form was not initially completed electronically, the paper form may be imaged and uploaded to the HireRight system. Once complete, you have the ability to perform an electronic re-verification as shown below.

To Re-verify Employee Eligibility

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- 8. Find the employee you are interested in.
- Right-click on the employee and choose Re-Verify I-9 Form.
- OR Select the employee then choose Re-verify I-9 Form from the More Options pull-down menu on the toolbar.

The Updating & Reverification screen is displayed:

NOTE: Some accounts will display an option box at this time, asking whether you wish to send the form to a Hiring Manager or fill out the form yourself. This is a custom feature so not all users will see this box display. After you make your selection, you will continue like all other accounts as follows.

11. Enter the updated information.



EMPLOYMENT ELIGIBILITY VERIFICATION Ornotons Industrian & Reventification	Employment Eligibility Ve Fields marked with an * are rec	rification - Updating & Reverification	
opositing a nerenneadon	Section 3: Updating & Reverit	ication	
	To be completed and signed by	employer	
(4)	New Name (if applicable):		
-	Date of rehire (if applicable):	mm / 44	
2	Document		
S 🗢 List of Acceptable Documents	If employee's previous grant of document that establishes curre	work authorization has expired, provide the information belo int employment eligibility	ow for the
	Document Title: *	Click here to select Document Title	~
	Document # *		1
	Expiration Date (if any):	mm /[dd]/[yyyy	



Click the "I attest..." checkbox.
 Click the Electronically Sign button.