VCU Human Resources
VIRGINIA COMMONWEALTH UNIVERSITY

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 **HireRight** 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		M1	Clinical MD Faculty 12 month FT
C2	Classified FT – Exempt		A2	Admin Faculty 9/10 month FT		M2	Clinical MD Faculty 9/10 month FT
C3	Classified ≥80 – Non Exempt		A3	Admin Faculty 12 month PT		M3	Clinical MD Faculty 12 month PT – 50<79
C4	Classified ≥ 80 – Exempt		A4	Admin Faculty 9/10 month PT 50<79		M4	Clinical MD Faculty 9/10 month PT – 50<79
C5	Classified 50<79 – Non Exempt		A5	Admin Faculty PT 12≥80		M5	Clinical MD Faculty 12 month PT – 12≥80**)**
C6	Classified 50<79 Exempt		A6	Admin Faculty 9/10 month PT ≥80		M6	Clinical MD Faculty 9/10 month PT ≥80
LE	Law Enforcement Officers FT		P1	Prof Faculty 12 month FT		O1	Clinical Other Faculty 12 month – FT
F1	Teaching & Research Faculty 12 month FT		P2	Prof Faculty 9/10 FT		O2	Clinical Other Faculty 9/10 month FT
F2	Teaching & Research Faculty 9/10 month FT		P3	Prof Faculty 12 month PT 50<79		O3	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		O4	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		O5	Clinical Other Faculty 12 month PT 12≥80
F5	Teaching & Research 12 month PT 12≥80)		P6	Prof Faculty 9/10 month PT ≥80		O6	Clinical Other Faculty 9/10 month ≥80
F6	Teaching & Research 9/10 month ≥80		G9	G9 Graduate Asst 9 month		H1	Hourly
VQ	Qatar Faculty FT		GA	GA Graduate Asst 12 month		SW	Student Worker
AJ	Adjunct Faculty		PD	Post-Doctoral Fellow		WS	Work-Study
						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; **DO NOT 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**.

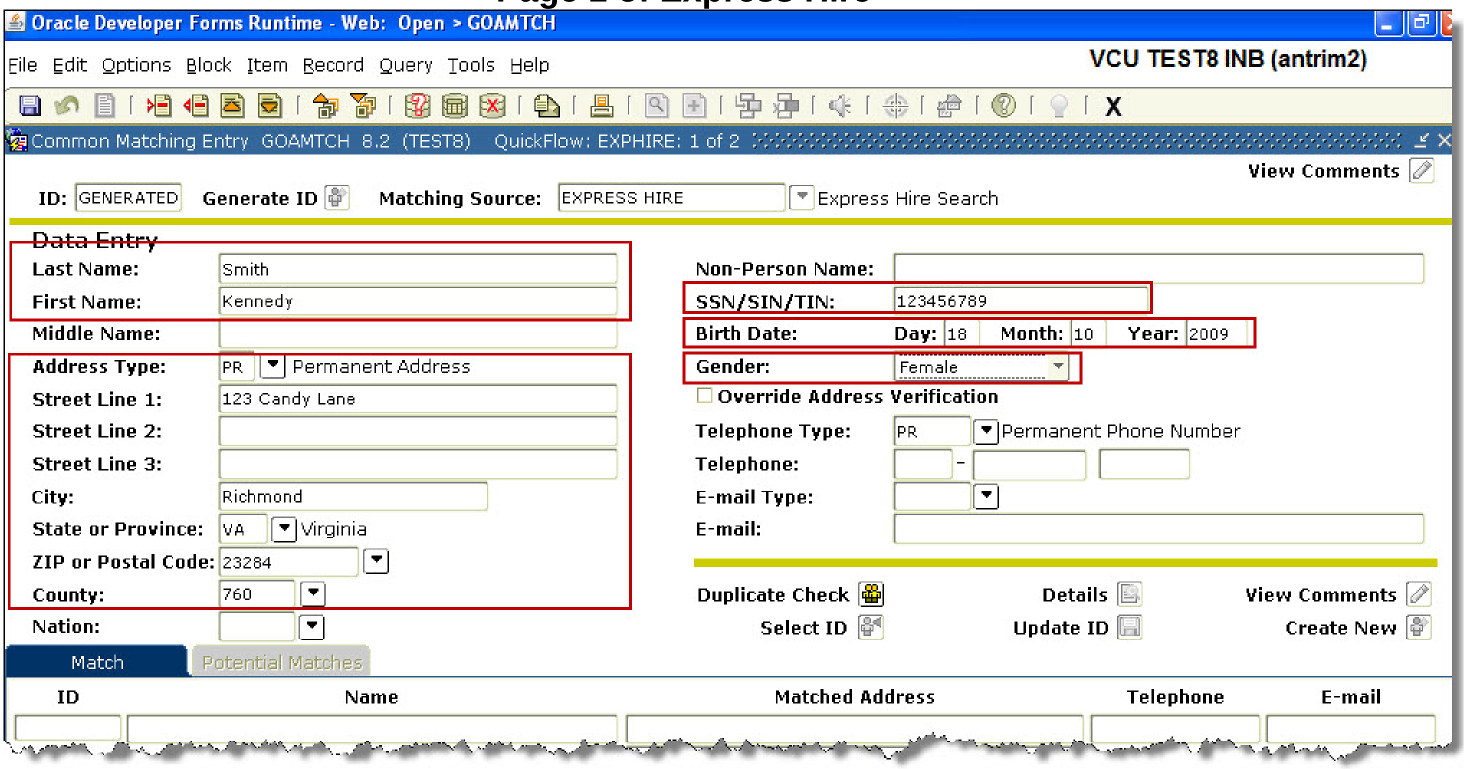
VERY IMPORTANT! Make sure this person does not exist in the system already. You could get some potential matches or a match, but that does not mean the record is the same person. Once you click **Create New**, the record is in the system and cannot be undone. ***IF YOU ARE UNSURE OF POTENTIAL MATCHES,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

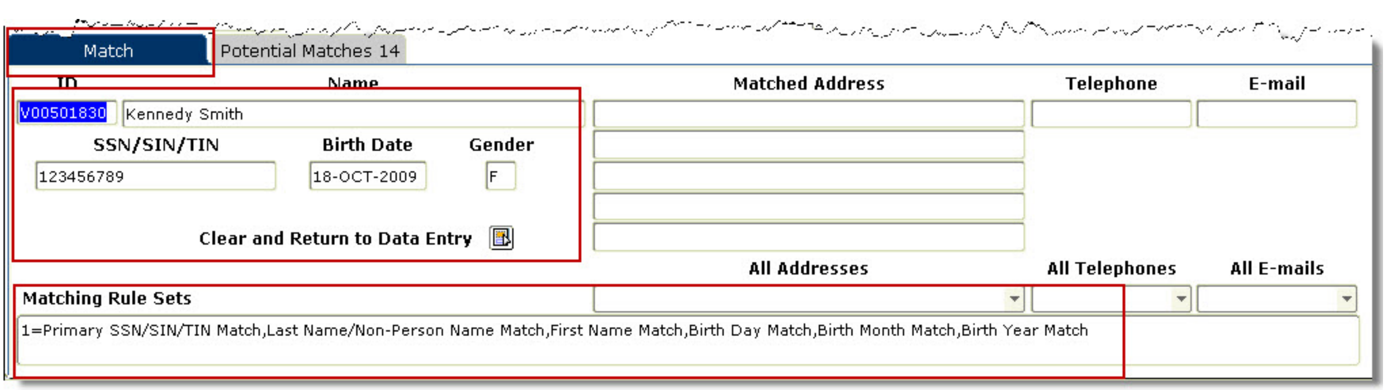
16. Hit the down arrow key on the keyboard to move to the next empty line.
17. In the box next to “Code,” type **SD** and then hit **tab**. It should say **Start Date**.
18. In the comment box, type the **Start Date** (format should be MM/DD/CCYY).
19. Hit the down arrow key on the keyboard to move to 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.**

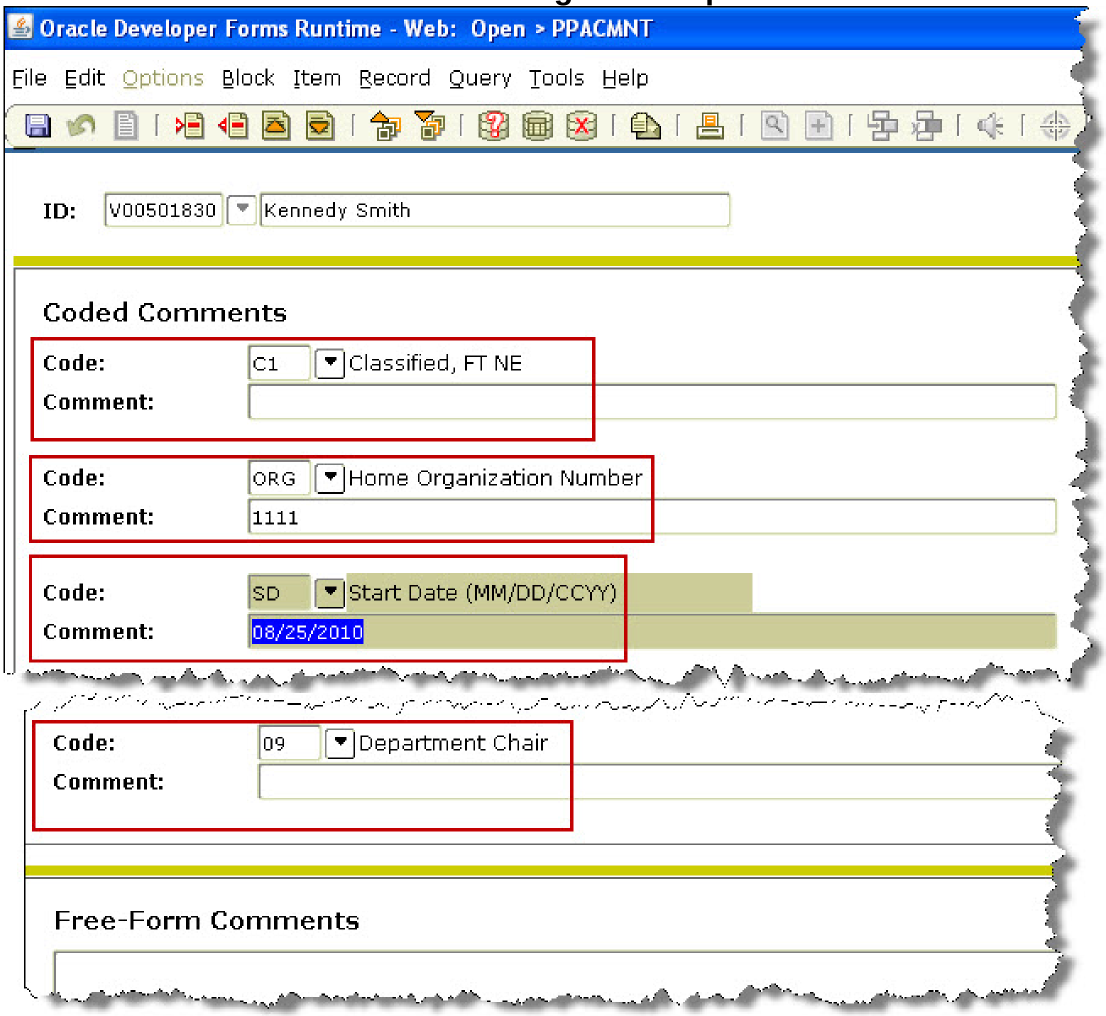
Page 1 of Express Hire



Exact and Potential Matches



Page 2 of Express Hire


Oracle Developer Forms Runtime - Web: Open > PPACMNT

File Edit Options Block Item Record Query Tools Help

ID: V00501830 Kennedy Smith

Coded Comments

Code: C1 Classified, FT NE
Comment:

Code: ORG Home Organization Number
Comment: 1111

Code: SD Start Date (MM/DD/CCYY)
Comment: 08/25/2010

Code: 09 Department Chair
Comment:

Free-Form Comments

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.**

- 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**.

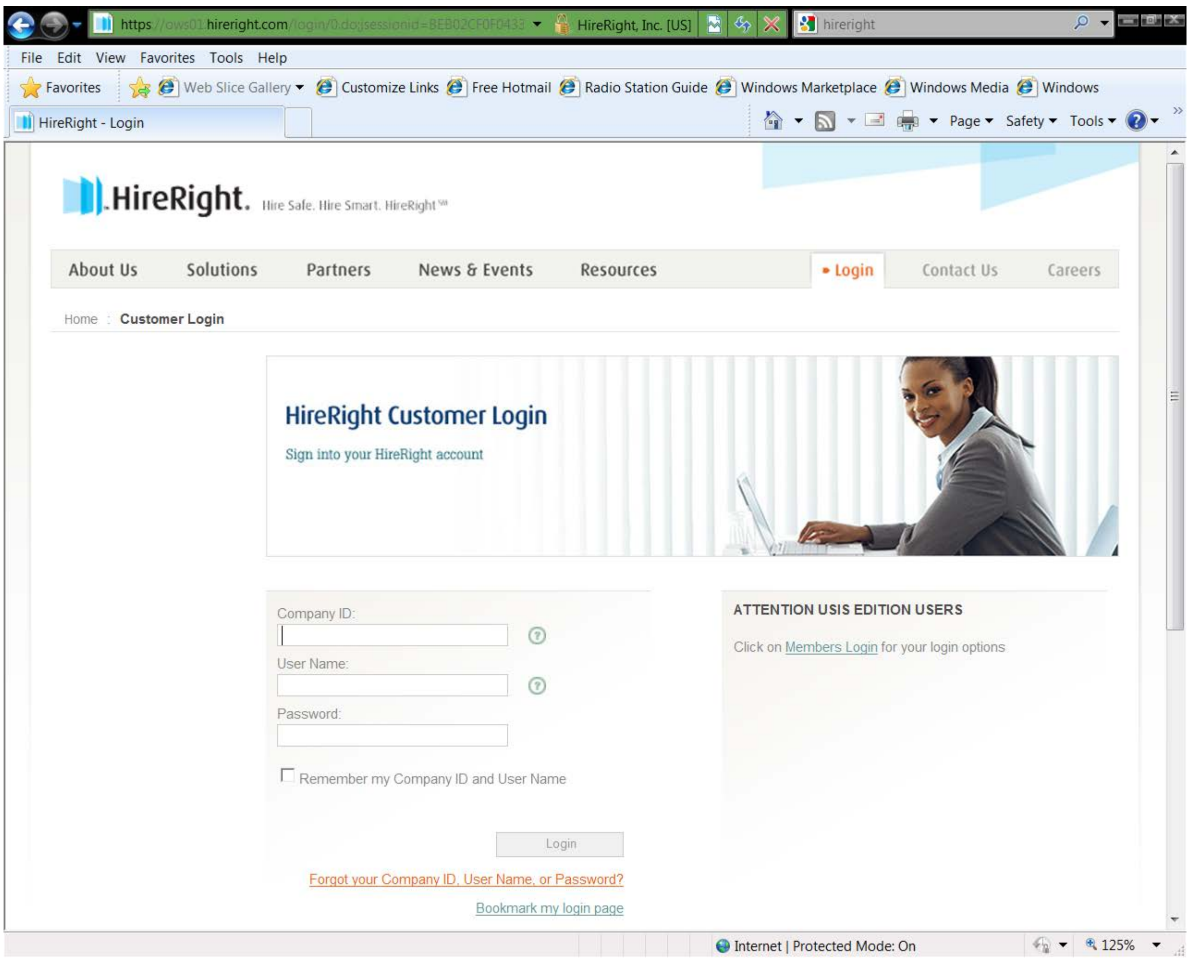
******It is important to update a person's Employee Class because it may affect benefits eligibility and security access.**

- Quick Reference Guide -

HireRight Background Checks

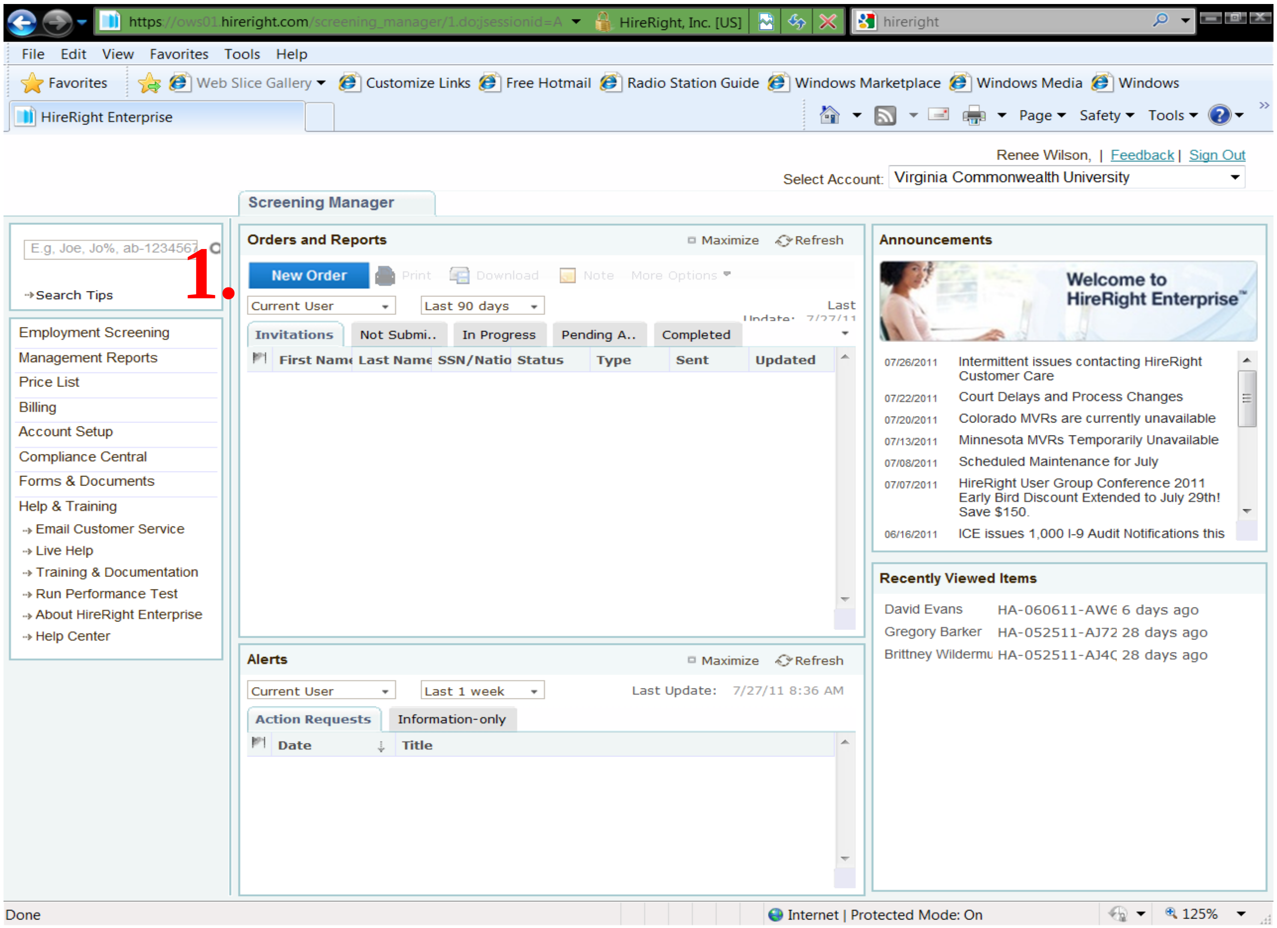
As an eJobs PA, you will be provided a login and password from HireRight.

- Go to https://www.hireright.com/login.html.
- 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.

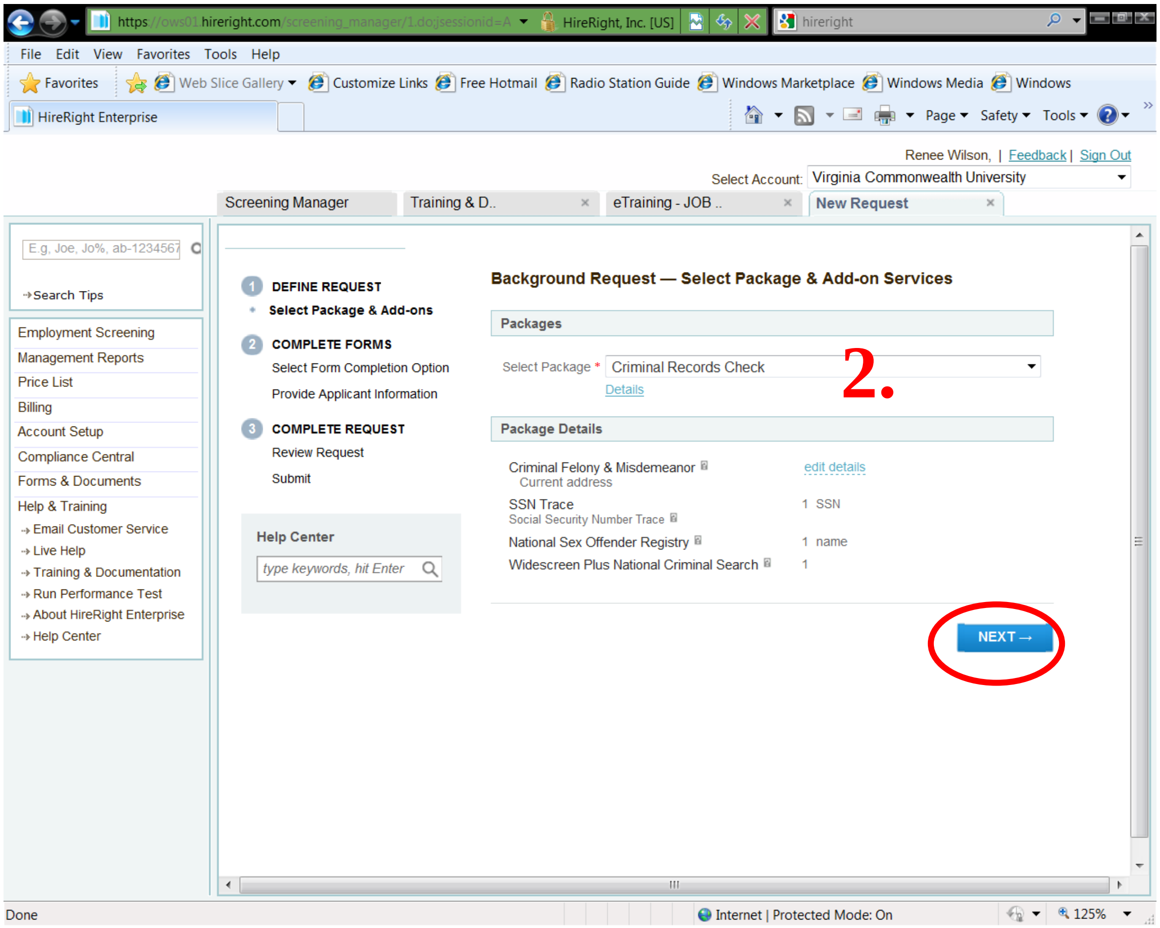
- 

How to Submit a Criminal Background Request

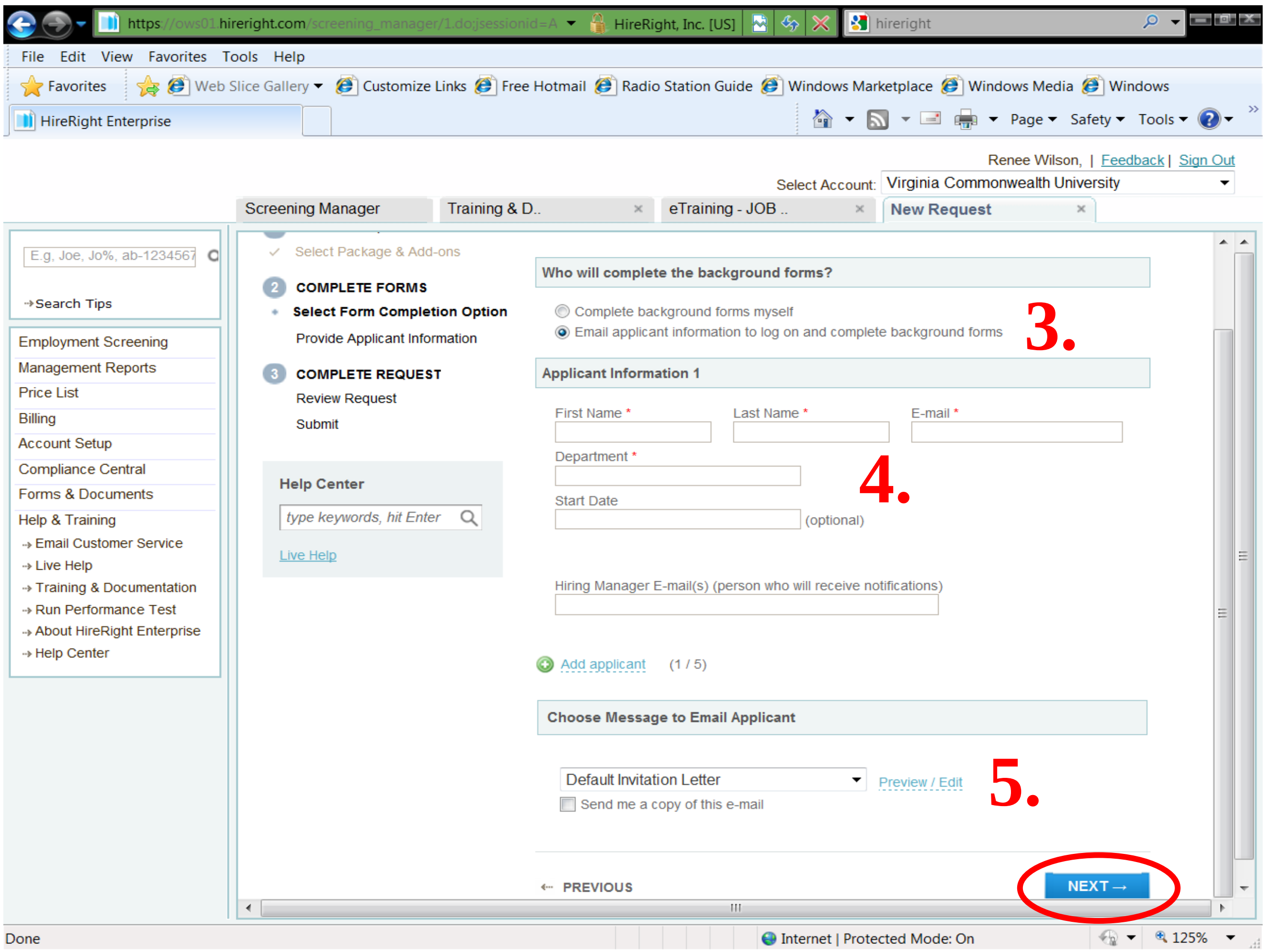
1. Click on "**New Order.**"



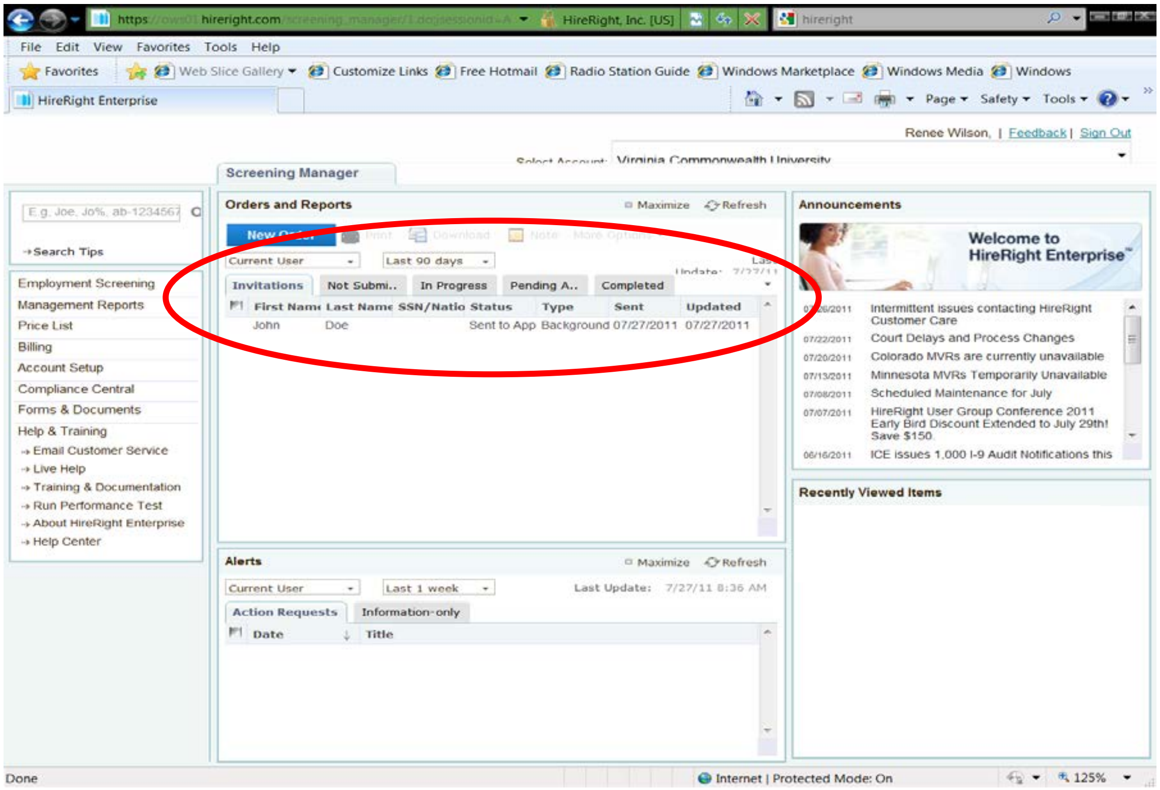
2. Select the Package of services you want to order and click **Next**.



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**.

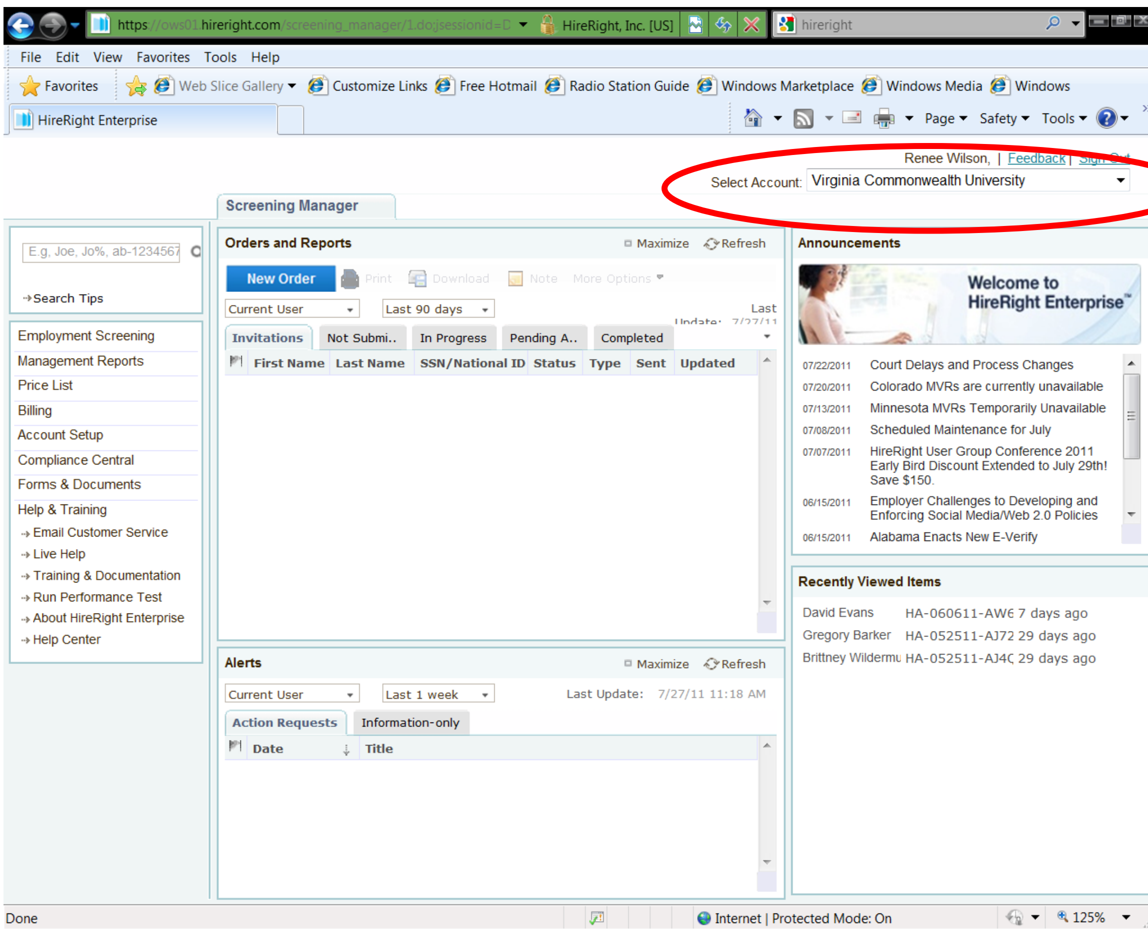


<u>Checking the status of the employee's eConsent:</u>

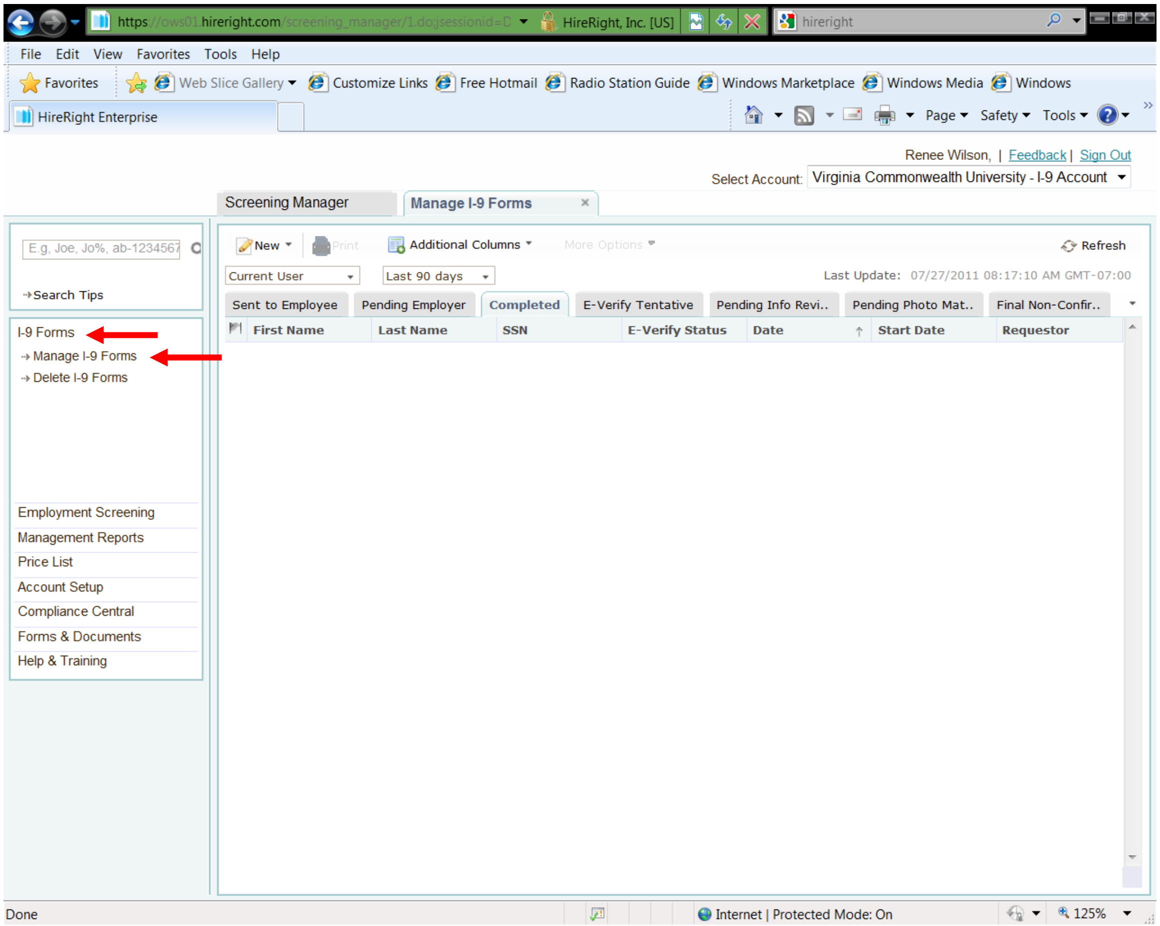
- Click on the various **Tabs** to locate the individuals for whom you've requested background checks:
  - Invitations – Employee has not yet completed the eConsent process.
  - Not submitted – Employee has begun the eConsent process but has not completed or submitted it.
    - **Remind employee to submit 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.



- 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**.



- 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**.

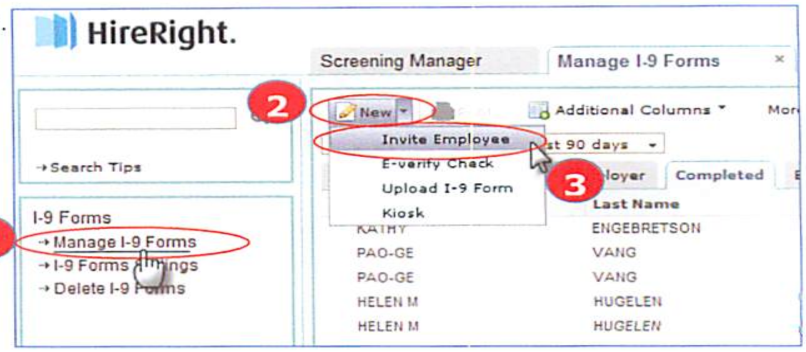
Note: If you do not have PA access and you need access to HireRight, contact HR Security at 827-0495 for instructions on obtaining a HireRight username and password.

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**.
2. Click the **New** pull-down menu.
3. Select the **Invite Employee** button.



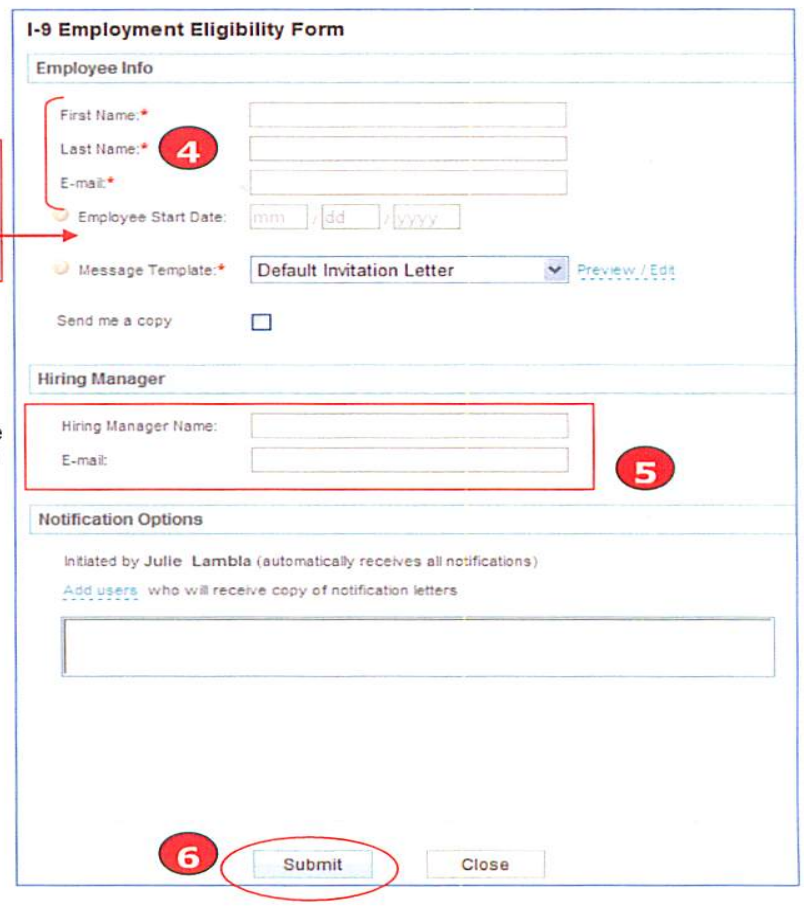
Completing Section 1

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.

5. 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.

6. Click **Submit**.

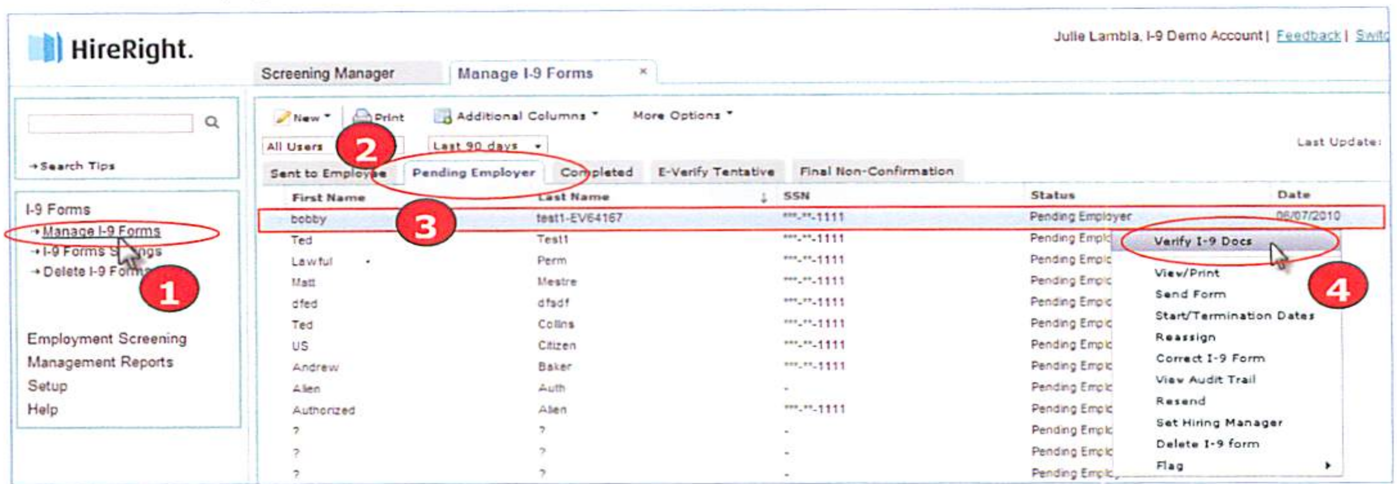


To Verify I-9 Docs (Completing Section 2)

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.
4. 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.



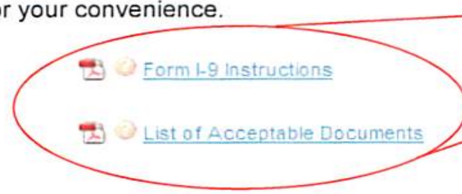
The electronic version of the I-9 Employment Eligibility document opens.

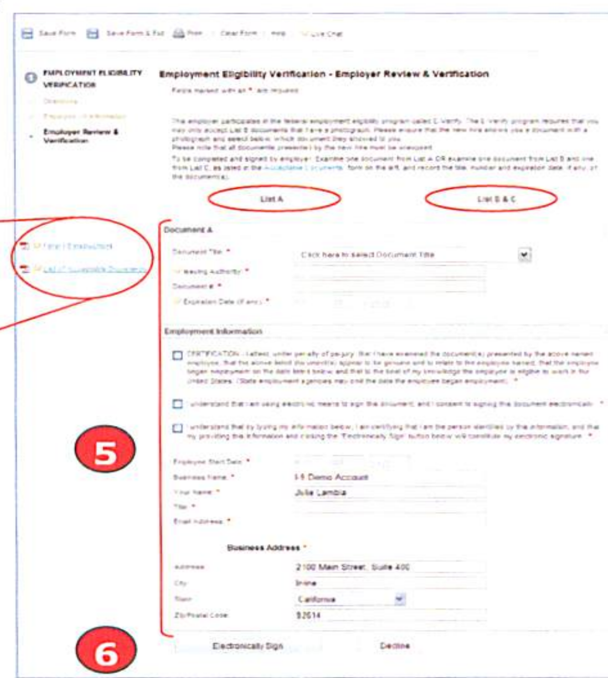
5. Review and select Employer Review & Verification on left or Next Bottom

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

6. 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.





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.

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 4/29/2011*
- 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).

<u>Avoiding Discrimination</u>

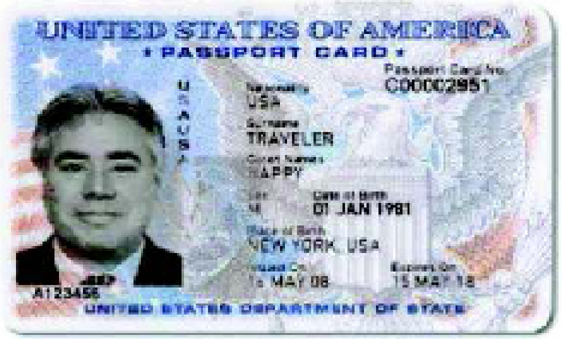
Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting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

Sample Document Images

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

- **U.S. Passport**

- **U.S. Passport Card**



- **I-551 (Permanent Resident Card)**

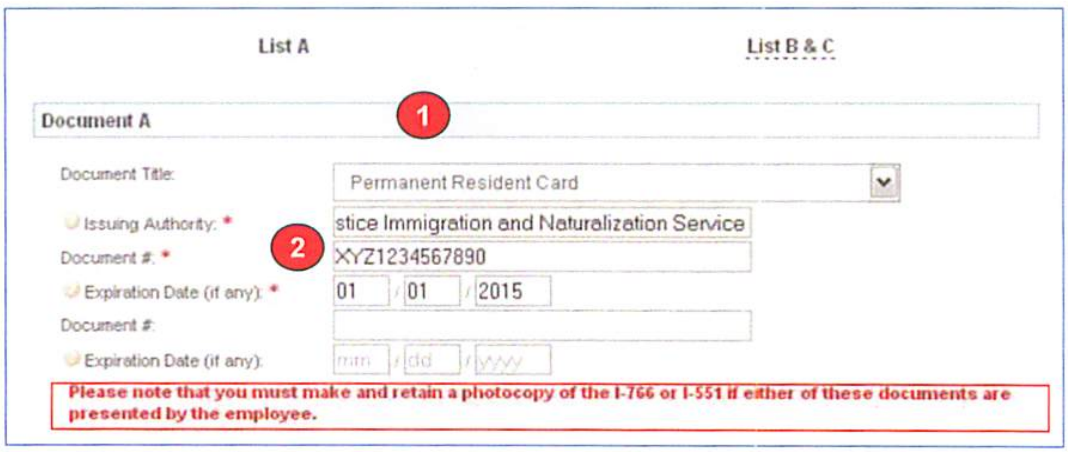
- **Form I-766 (Employment Authorization Card)**

E-Verify Photo Tool Process

1. 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*.

2. 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.



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

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.

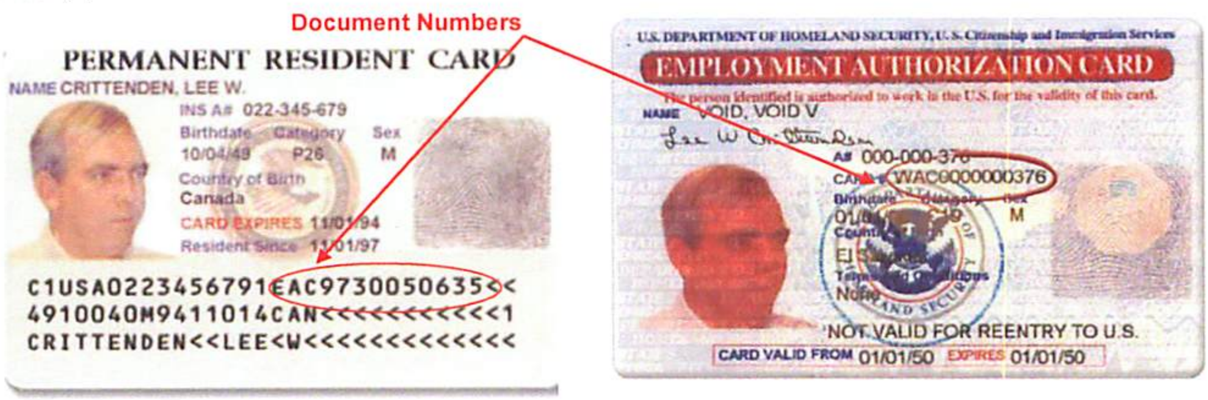
Don't Get Stuck! – Some Troubleshooting Tips

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?"

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**.

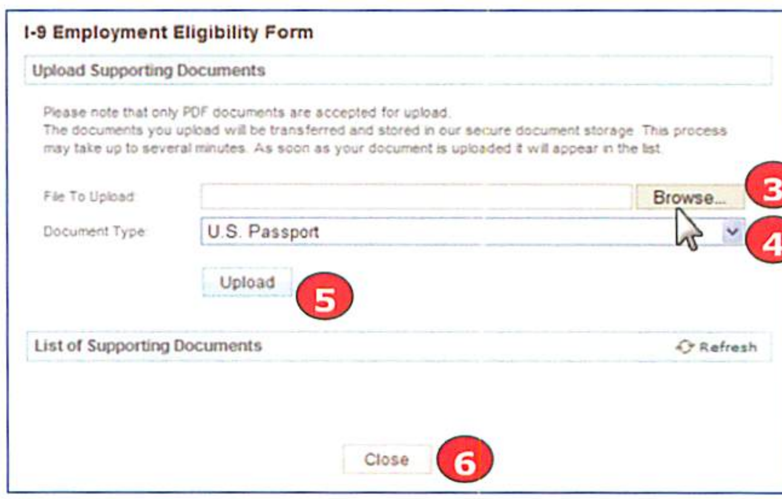
2. Right-click on the applicant and select **Manage Supporting Docs**.

3. 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.

4. 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.

HireRight.

How to Re-Verify Employee Eligibility
(Completing Section 3 of the I-9 Form)

Re-verification may be desired in following instances:

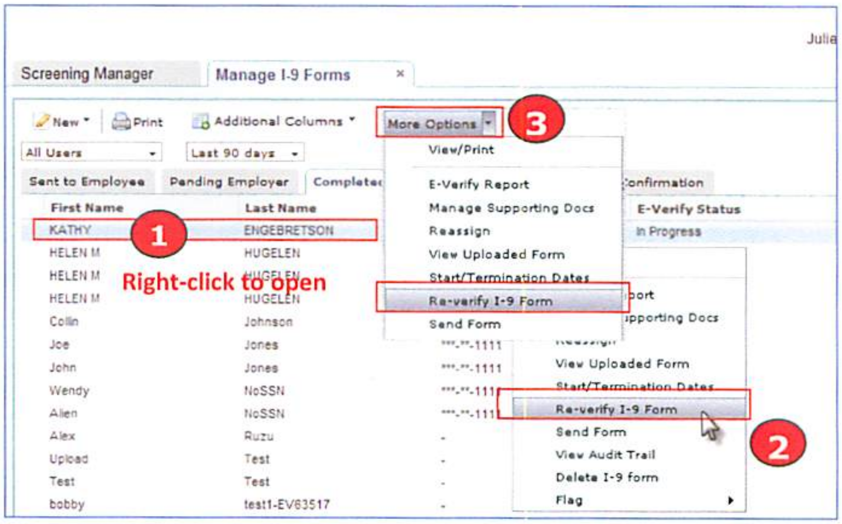
- An employee has a name change
- Work authorization documentation has expired and needs to be updated

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

8. Find the employee you are interested in.
9. Right-click on the employee and choose **Re-Verify I-9 Form**.
10. 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.
12. Click the ***"I attest..."*** checkbox.
13. Click the **Electronically Sign** button.