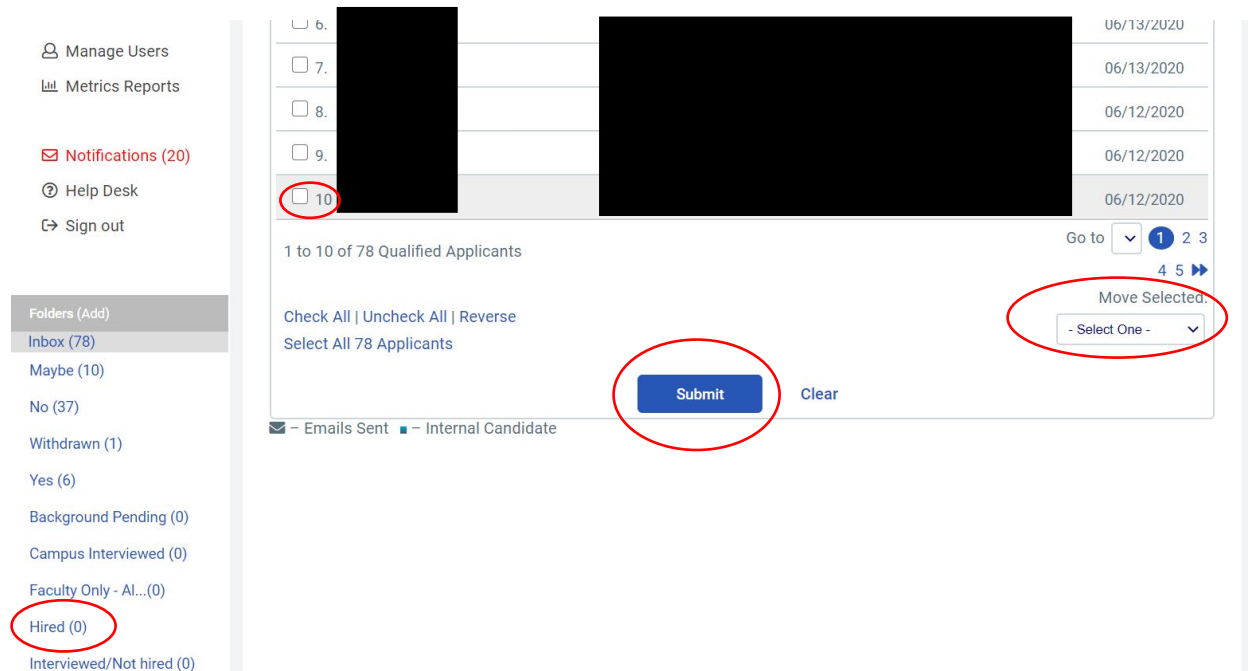# FITCHBURG STATE UNIVERSITY

Hiring NEW Non-Benefited Part Time Contractors (NBPTC) In Interview Exchange Job Aid - Managers

Open positions are posted on Interview Exchange (applicant tracking software). Once hiring managers decide whom to hire, they move the applicant(s) to the *Hired* folder in Interview Exchange, (to move applicants to the *Hired* folder click on the box beside the applicant's name, select *Hired* from the drop down menu then click *Submit*.

Email Human Resources (humanresources@fitchburgstate.edu) that the search is closed and that you will be launching the onboarding packet.

Open the applicant's profile by clicking on their name, click *Onboard*

The following screen will be prepopulated with the title, name & department. Under template select the appropriate packet (either Non-Benefited Contractors or Non-Benefited Contractors – Multiple Contracts) from the drop down, then click *Create*.

***If you need to hire a contractor <u>over two fiscal years</u> (summer), select the template Non-Benefited Contractors – Multiple Contracts.**

Fill in Start Date (minimally use seven (7) business days from the date the packet is created to provide the contactor and supervisor enough time to complete the Form I-9 and Payroll to hire the contractor); Click on *Unassigned* under Hiring Manager Verification/Contract Completion add your name then Click *Publish*

Contractors cannot start working until all Phases are complete

Contractor receives an email instructing them to log into the onboarding system (the same system used to apply for the position):

Dear ███,

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Sincerely,
Human Resources and Payroll Team

Task(s):
- Phase I

Please login to the Fitchburg State University onboarding system using the following credentials: your email address ███████@gmail.com and temporary password

For any further assistance, please contact us via the online Help Desk.

Fitchburg State University

Employee clicks on Phase I.

Volleyball Coach

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Useful Instructions:
Please review and complete the forms electronically. The CORI/SORI and Form I-9 must be verified in person with the hiring manager. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.
Please contact your hiring manager to schedule an appointment to meet in person to have the documents for the CORI/SORI form and the FORM I-9 verified. If you have questions contact your hiring manager or Human Resources at 978-665-3172.

Phase I

Employee completes Phase I paperwork (Electronic Communication, New Hire Form, CORI/SORI and Form I-9) then clicks Save & Submit. **_Employee must contact the supervisor to schedule an appointment to present original [acceptable documents]. If contractors do not contact the supervisor, you should reach out to set up an appointment to keep the process moving. Documents must be originals and not expired._**

Phase I

* Electronic Communication and Signature Consent Form

✅ Electronic Communication and Signature Consent Form

* New Hire Form

Instructions:
Please **click here** to open, review and complete the New Hire Form, contact Human Resources with any questions at 978-665-3172.

Note: Type your name below as an acknowledgement

████████████

💾 Save Response

* CORI Acknowledgement Form

✅ CORI/SORI Acknowledgement Form

* Form I-9

✅ Form I-9

Save & Submit

Once the employee clicks Save & Submit this message appears and a check mark by Phase

Volleyball Coach   📚 Save   🖨 Print

Thank you for completing the information. You will be contacted if there are any questions.

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Useful Instructions

Please review and complete the forms electronically. The CORI/SORI and Form I-9 must be verified in person with the hiring manager. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please contact your hiring manager to schedule an appointment to meet in person to have the documents for the CORI/SORI form and the FORM I-9 verified. If you have questions contact your hiring manager or Human Resources at 978-665-3172.

✅ **Phase I**
Completed: 06-15-2020 06:49 PM EDT

Once Phase I is completed, the supervisor receives an email instructing them to log into the onboarding system to complete the Supervisor section.

Hirezon | Exchange

06/15/2020
Fitchburg State University

Dear Kimberly,

You are requested to provide information to complete the onboarding / contract process for Kimberly Page.

Title/Name: Volleyball Coach [ID: 39784]
Template: Non-Benefited Contractors - Multiple Contracts
Initiated by: ▮▮▮▮▮▮

Please login to your account to start the onboarding / contract process.
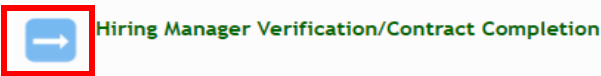
For any further assistance, please contact us via the online Help Desk.

Interview Exchange Support

Click Complete Task

Save Message

✓ Phase I
Completed: 08-25-2020 12:08 PM EDT ██████████   ▲ Routing ← Mark As Incomplete 👥 Guests

→ Hiring Manager Verification/Contract Completion
Assigned to: ████████ [Complete Task]   ▲ Routing ← Mark As Incomplete 👥 Guests ✉ Remind

Click on Blue Arrow

→ **Hiring Manager Verification/Contract Completion**
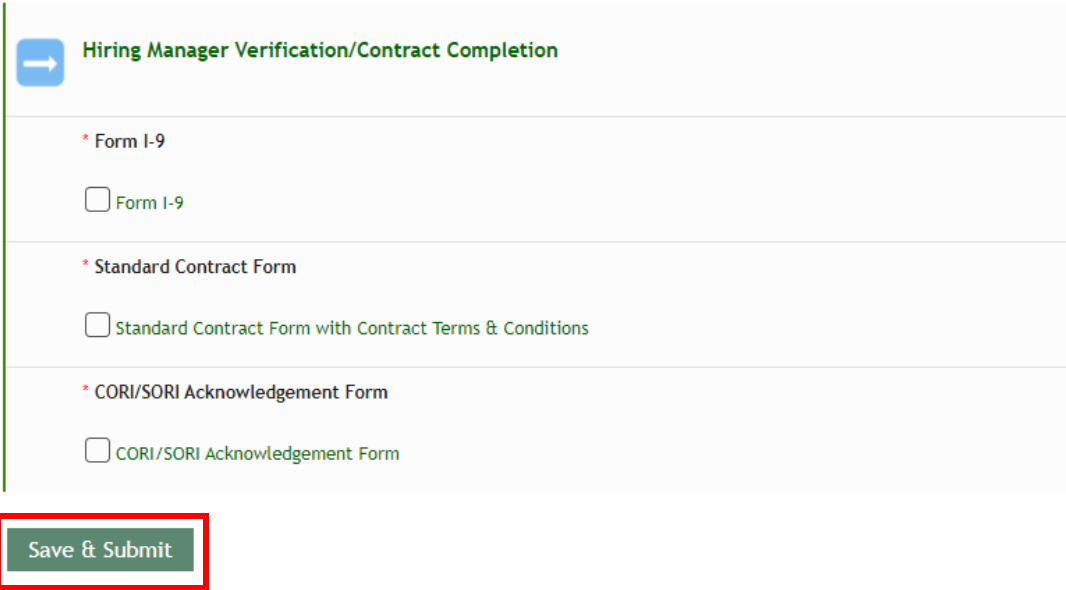
Supervisors click on the name of each form to open, complete, save and continue. Supervisors complete Section 2 of the Form I-9. Employees must present original documents (one document from list A – establishing both identity and employment authorization, **or** one document from List B – establish identity, and one from List C – establish employment authorization. The document from List B must be a photo ID, due to Fitchburg State University is an E-Verify employer.

Once supervisors completes the Form I-9 and CORI/SORI, they should scan the original documents to Payroll by using the Hiring Documentation button on the copier. You are able to name your supporting document file on the copier/scanner. Please name your file the employee's last name, then first name - Example: Smith, John. If you do not have this option, please reach out to Stephanie LeBlanc, slebla27@fitchburgstate.edu, in Payroll to be added. Please check before trying to hire employees

***Remember to complete the Form I-9 and CORI/SORI before scanning the documents. Once you scan the documents you will not be able to retrieve them. Only Payroll will be able to retrieve the documents. <u>Do not make copies of these documents.</u>

→ **Hiring Manager Verification/Contract Completion**

* Form I-9

☐ Form I-9

* Standard Contract Form

☐ Standard Contract Form with Contract Terms & Conditions

* CORI/SORI Acknowledgement Form

☐ CORI/SORI Acknowledgement Form

Save & Submit

Overview of Completing the Form I-9

Employer Responsibilities for Section 2

An employer or an authorized representative of the employer completes Section 2. Employers or their authorized representatives must physically examine the documentation presented by the employee and sign the form.

The employer or authorized representative must:

- Enter the employee's last name, first name, middle initial and select the correct citizenship/immigration number in the "Employee Info from Section 1" area at the top of Section 2.

- Ensure that any document your employee presents is original and on the Lists of Acceptable Documents or is an acceptable receipt.

- Physically examine each document to determine if it reasonably appears to be genuine and to relate to your employee presenting it. If you determine the document does not reasonably appear to be genuine and relate to your employee, allow your employee to present other documentation from the LLists of Acceptable Documents.

- Enter your employee's Last Name, First Name and Middle Initial (if provided) from Section 1.

- Enter the document title, issuing authority, number(s) and expiration date (if any) from the original document(s) your employee presented.

- Enter the date your employee began or will begin work for pay.

- Enter the first and last name, signature and title of the person completing Section 2, as well as the date he or she completed Section 2.

- Enter the employer's business name and address. If your company has multiple locations, use the most appropriate address that identifies the location of the employer with respect to the employee and his or her Form I-9 completion (for example, the address where Form I-9 is completed).

- Return the documentation presented back to your employee.

Entering Dates in Section 2

Section 2 includes two spaces that require dates. These spaces are for:

- Your employee's first day of employment ("date of hire" which means the commencement of employment of an employee for wages or other remuneration).

- The date you examined the documentation your employee presented to show identity and employment authorization.

The Date the Employee Began Employment

The date your employee began employment may be a current, past or future date. You should enter:

- A current date
    - If Section 2 is completed the same day your employee begins employment for wages or other remuneration.
- A past date
    - If Section 2 is completed after your employee began employment for wages or other remuneration. Enter the actual date your employee began employment for wages or other remuneration.
- A future date
    - If Section 2 is completed after the employee accepts the job offer but before he or she will begin employment for wages or other remuneration, enter the date the employee expects to begin such employment. If the employee begins employment on a different date, cross out the expected start date and write in the correct start date. Date and initial the correction.

Federal contractors completing Form I-9 for existing employees as a result of an award of a federal contract with the FAR E-Verify clause (PDF):

- Enter the date their employees first began employment for wages or other remuneration from Section 2 of their previously completed Form I-9.

The Date the Employer Examined the Employee's Documents

This date is the actual date you complete Section 2 by examining the documentation your employee presents and signing the certification.

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name *(Family Name)* Doe	First Name *(Given Name)* John	M.I. A	Citizenship/Immigration Status 1

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport		Document Title		Document Title
Issuing Authority Department of State		Issuing Authority		Issuing Authority
Document Number 123456789		Document Number		Document Number
Expiration Date *(if any) (mm/dd/yyyy)* 01/01/2023		Expiration Date *(if any) (mm/dd/yyyy)*		Expiration Date *(if any) (mm/dd/yyyy)*
Document Title				
Issuing Authority		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				
Document Title				
Issuing Authority				
Document Number				
Expiration Date *(if any) (mm/dd/yyyy)*				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: ▮▮▮▮ *(See instructions for exemptions)*

Signature of Employer or Authorized Representative *Jane Doe*	Today's Date *(mm/dd/yyyy)* ▮▮▮	Title of Employer or Authorized Representative Manager
Last Name of Employer or Authorized Representative Doe	First Name of Employer or Authorized Representative Jane	Employer's Business or Organization Name America's Business

Employer's Business or Organization Address *(Street Number and Name)* 123 Star Spangled Way	City or Town Washington	State DC	ZIP Code 00000

***Employee's first day of employment is the first day they are being paid a wage for working.

***Today's date is the day the hiring manager is completing the form and verifying the documents.

***Remember, employees are not to work until the paperwork is completed and you receive an email that the process is completed.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	OR	**Documents that Establish Identity**	AND	**Documents that Establish Employment Authorization**

LIST A — Documents that Establish Both Identity and Employment Authorization

1. U.S. Passport or U.S. Passport Card

2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa

4. Employment Authorization Document that contains a photograph (Form I-766)

5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
   a. Foreign passport; and
   b. Form I-94 or Form I-94A that has the following:
      (1) The same name as the passport; and
      (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B — Documents that Establish Identity

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address

3. School ID card with a photograph

4. Voter's registration card

5. U.S. Military card or draft record

6. Military dependent's ID card

7. U.S. Coast Guard Merchant Mariner Card

8. Native American tribal document

9. Driver's license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

LIST C — Documents that Establish Employment Authorization

1. A Social Security Account Number card, unless the card includes one of the following restrictions:
   (1) NOT VALID FOR EMPLOYMENT
   (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
   (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)

3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal

4. Native American tribal document

5. U.S. Citizen ID Card (Form I-197)

6. Identification Card for Use of Resident Citizen in the United States (Form I-179)

7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Once the supervisor completes their section the employee receives an email to log back into the onboarding system to complete the Phase II of the hiring process.

FITCHBURG STATE UNIVERSITY

08/14/2020

Dear Kimberly,

You are requested to complete the next phase of your onboarding process and associated paperwork online.

Task(s):
- Phase II

Please login to the Fitchburg State University onboarding system to review the instructions and complete the process.

To reset your account password, please click here.

For any further assistance, please contact us via the online Help Desk.

Fitchburg State University

Click on blue arrow Phase II

Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at 978-665-3172.

✓ **Phase I**
Completed: 08-14-2020 02:21 PM EDT

→ **Phase II**

Save & Submit

Once the employee completes all the forms in Phase II, click Save & Submit. Check marks will appear next to Phase II.

Research Assistant
📚 Save   🖨 Print

Thank you for completing the information. You will be contacted if there are any questions.

We are pleased to welcome you to Fitchburg State University. You are joining a diverse community that is collaborative, collegial and committed to the students, faculty and staff. The university supports and provides leadership for the economic, environmental, social and cultural needs of North Central Massachusetts and the Commonwealth.

We look forward to having you engage and share fresh ideas as it relates to the mission of the university and your department.

Useful Instructions

In order to provide a smooth transition, please review and complete the forms. The forms must be completed electronically by using this web-based onboarding process. The CORI and Form I-9 must be verified in person with Human Resources. For the CORI you will need to provide a government issued picture ID. For the Form I-9 a list of acceptable documents can be found on the last page of the I-9.

Please stop by Human Resources with government issued picture ID to have your CORI verified within three (3) days of completing the form. If you have questions contact Human Resources at **978-665-3172**.

✓ **Phase I**
Completed: 08-14-2020 02:21 PM EDT

✓ **Phase II**
Completed: 08-14-2020 03:49 PM EDT

The next step will be for Payroll to do the OBRA verification and final verification. Once this is completed, you will receive an email and the employee may start working.

Payroll questions - payhelp@fitchburgstate.edu or 978-665-3177
Human Resources questions - humanresources@fitchburgstate.edu or 978-665-3172