



Human Resources
New Hire Form
Instructions

▶ **Deadlines for completed original to HR:**

Monthly Paid Employees: AS SOON AS POSSIBLE, but no later than employee’s start date or 10th of the month, whichever occurs first.

Biweekly Paid Employees: AS SOON AS POSSIBLE, but no later than employee’s start date.

▶ **Purpose:**

1. Appoint a new regular employee (classified, professional, faculty, graduate assistant)
2. Appointment to another Fixed Length Term assignment.
3. An appointment to a Dual Classification requires two Hire Forms. One for each position.
4. An appointment to a Dual Classification or second concurrent, appointment that occurs after initial appointment.

▶ **Practice Implications:**

1. An employee’s pay will continue, except for temporary and fixed length appointments, unless superseded by a leave or separation action. Departments are responsible for monitoring planned exit dates, initiating extensions, or other appropriate actions.
2. Required forms listed at top of form must be completed and received by the Payroll deadline for a paycheck to be produced. Employees who are returning after a break of service may be required to complete one or more of these forms.

▶ **Form Sections:**

Effective Date

Professional

Classified

Faculty

Graduate Assistant

▶ **Personal Data:**

Last Name

Suffix - Sr., Jr., II, III, etc.

First Name

Middle Initial

PeopleSoft Employee ID #: Assigned by PeopleSoft.

Any employee can retrieve their own by following this path:

[Employee Self-Service > View Checks and History > View Paychecks >](#)

The Employee ID# is listed directly under the Employee’s Name

▶ **Appointment Data:**

Start Date: Date when employee is to begin assignment(FIRST day of work)

End Date: Date when assignment is expected to end (LAST day of work),if applicable.

This field does not need to be completed for ongoing positions. Pay will continue unless a

Employee Data Change Form is received to separate employment,

initiate a leave of absence, or other action

▶ **Position Type:**

Base Funded/Ongoing/

Tenure Eligible: Used for E&G or Auxiliary funded positions that are **not** Fixed Length.

Soft Money: Used for positions funded from sources external to the University of Southern Maine.

Fixed Length Appointment: Used for appointments that are temporary in nature, for example, leave replacements, to fill a position when a full search failed, or in response to a late resignation.

► **Action:**

Rehire: Indicates someone who is returning to University employment and who should already have a PeopleSoft assigned ID.

Concurrent Position: is to be used for Dual Classifications
(an employee who holds two part-time positions).

Transfer: is used when an employee transfers from one UMS Campus to another.

► **Job Information:**

Department: Department code

Supervisor Name/ID: The name (or PeopleSoft ID) of the employee's supervisor.

Job Code: PeopleSoft Job Codes, see web links.

Supervisor Level: The level of supervisory responsibility assigned to the employee.

PeopleSoft provided codes:

A - Academic Dean	H - Department Head	T - Assistant Dean
B - Associate Director	P - President or Chancellor	V - Vice President or Vice Chancellor
C - Chairperson	R - Coordinator	Z - Supervisor
D - Director	S - Associate Dean	

Full-Time: 40 hours per week.

Part-Time: Fill in the # of hours the employee is expected to work each week.

Shared Appointment: Fill in the # of hours the employee is expected to work each week.

Months in Work Year: Number of months within the employee's normal work year.

Normal Work Year: For a work year of less than 12 months, the normal beginning and ending dates of the employee's work year. Salary will be paid over a 12-month pay cycle beginning at the start of the employee's normal work year.

Employee Class: PeopleSoft provided codes.

Professional	Classified	Graduate Assistant
Faculty FY	Faculty AY	Faculty Law
Student	Non-Student	

Union Code: PeopleSoft provided codes.

001 - AFUM Full-Time Faculty	006 - Police Unit
002 - UMPSA Represented Professional	007 - Law Faculty
003 - COLT Represented Classified	009 - PATFA - Part-Time Faculty
004 - Service & Maintenance	Leave blank for non-represented employees
005 - University Supervisors	

Annual Salary: Annual base salary excluding any stipends.

Comp Rate: Provide monthly amount for faculty, professional employees or graduate assistants.

See "Alternate Payment Plan" for calculation instructions for employees with less than a 12-month work year who are hired mid way through their work year.

Hourly rate for classified employees will be provided by Payroll.

Probationary Length: Number of months in employee's probationary period up to 12
(for Professionals Only).

Review Date: Field will be completed by Human Resources

Campus Address: Address where campus mailings should be sent.

Work Phone: Employee's University Extension

Title: Field is limited to 100 characters (spaces count as characters).

▶ **Earnings Distribution:**

Earnings Code: this field will be completed by Payroll

Start Date

End Date

10-Digit Payroll Code

Distribution Percent*

*Amounts may be expressed to three decimal places.

▶ **Approvals:**

The President must approve any formal offers of employment.

Chancellor and/or Board of Trustee approval required for appointments to the Management Group, appointments to salaries at \$65,000 or above, or appointments with immediate tenure.

▶ **Notes:**
