Email

    Enter the Employee Email Address
- o   It is important to provide a current and accurate email address.

Position/Department Information

Org Number

    Enter the Organization Number

Desired First Day of Work

    Enter the Desired First Day of Work for this Employee
- o   Start dates must be equal to or greater than one week after an NBE form is submitted
- o   For Lecturers, Graduate Assistants, and U4: The Desired First Day of Work must be at the beginning of a payroll period (Sunday), all other types of hires can start on any day.
  - For more guidance on types of hires and corresponding start dates, utilize our Non-Benefit Eligible Hiring Type Grid
- o   The employee must complete the Onboarding Checklist, to include the I-9 and if applicable a completed background check and the department must have a fully approved ePAF before the employees first day of work.

Department Contact

    Enter the Primary Department Contact First and Last Name. Provide the name of the person in the department who will be the primary point of contact for the hiring process. This individual will be notified via automated email when the employee has completed all necessary paperwork, and when an ePAF can be started. This individual will also have access through PeopleAdmin Onboarding to view the status of the new hire in Onboard at any time during the hiring process.

Department Contact Email

    Enter the Primary Department Contact Email Address

Supervisor

    Enter the Employee's Supervisor's First and Last Name

Background Check

Background

    The type of job determines the need for a background. For additional assistance in making this determination, review the Non-Benefit Eligible Hiring Type Grid or utilize our Background Check Requirements website as both resources will provide detailed guidance.

Background Check Billing Org

    Enter the Billing Org for funding source assigned to this request
- o   If a background check is not required, type "N/A"

Background Check Billing Fund

Enter the Billing Fund for funding source assigned to this request.
- o If the background check should be paid from general funds (GU), the account number should always be A2000.
- o If the background check for the position will be paid with restricted funds (RU), the account number should begin with a letter followed by five numbers (i.e. D12345)
- o If a background check is not required, type "N/A"

US Export Compliance Requirement

US Export Compliance Requirement

Does this position require validation based on a need for US Person or US Citizen? Visit the Import/Export Considerations website for additional information or to determine if export validation is needed for the position. If validation is required, then the employee may be required to provide additional information to Research Compliance. If you are unsure, contact compliance to determine if export validation is needed for the position.

Remote Work

Remote Work

Will this employee primarily work remotely? If so, additional documentation may be required.

- If this position is remote and "regular" but will be performed at an alternate work location outside of the state of Kansas, the remote work will be performed internationally, or the employee is on an H-1B/VISA and the alternate work location is different than the assigned work site approved on the H-1B/VISA, please have the employee complete the Remote Work Request.
- You can find additional information regarding this process on our Remote Work Guidance page.

Comments/Position Number