The University of Tennessee
Initial Hire/Rehire of Employee *(Please check IRIS for Employment Status before completing this form)*

After submitting a request to Human Resources (or Payroll) for information to be added, removed or changed on a person or position, it is a good practice to verify that the changes to the requested record have been entered correctly into the IRIS system. You should be able to verify the accuracy of most changes to person data by using transaction **PA20 (Display HR Master Data)** in the IRIS system. You should be able to verify the accuracy of most changes to position data by using transaction **PO13 (Maintain Position)** in the IRIS system. When requesting changes via a paper form, please allow ample time for the central office to enter the changes.

A department will use the ***Initial Hire/Rehire of Employee*** form when a person needs to be recorded as an Employee of the University. The following are the types of hires that can be performed by using this form:

Hire an Employee	Person has not been associated with the University since the implementation of IRIS. The person will not have a Personnel Number.
Rehire an Employee	Person has been associated with the University since the implementation of IRIS, but is in a Withdrawn status. This includes former employees who may have left before the implementation of IRIS, but are in IRIS in a Withdrawn status. The person will have a Personnel Number that must be used.
Transfer Friend to Employee	Person is currently associated with the University in the Employee Group Friend. Use this type of hire if the person is being moved to another Employee Group (Regular, Term, or Student).
Transfer Pending to Active	Person is currently associated with the University as a Pending Employee. Use this type of hire when ready to change employee to an active status.

Before completing this form, it is vital to check IRIS to see if the person has been associated with the University. To perform a search for previous employment/affiliation, use transaction PA20 (Display).

Click the matchcode box at the end of the Personnel no. field, then click on the *UT Employee Search* tab. Enter the person's Last Name and First Name or ID Number (Social Security Number). Click the *Green Check* or hit the Enter key. If the person has had an association with the University, his/her information will appear on the screen.

If the person has a personnel number, but is in the *Withdrawn* status, the action to choose will be *Rehire an Employee*. The former employee's Personnel Number can be found in the last column of the results screen.

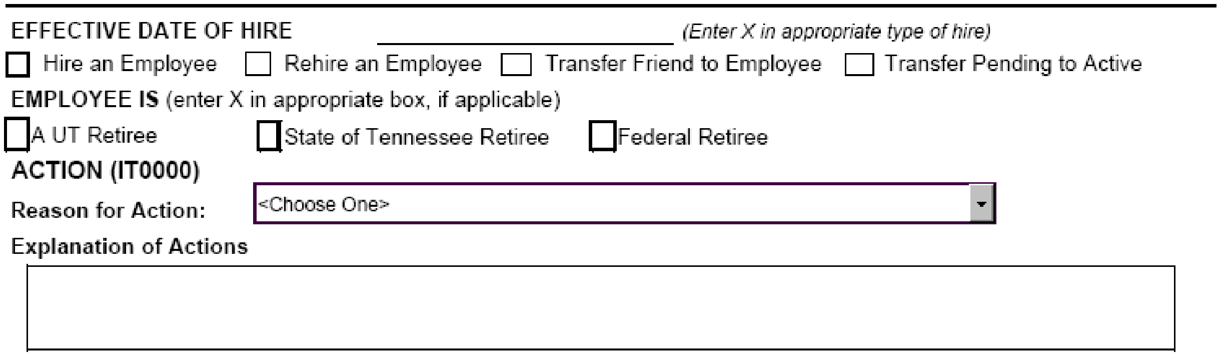
Section 1:

Employee Name	**Last** ______	**First** ______		**Middle**	______
Personnel # (Rehires)	______	**SSN # (New)**	______		
TN Unique ID	______	**NetID**	______		
Responsible Cost Center	______	**Cost Ctr Name**	______		
Preparer	______	**Phone #**	______		

Section 1 records basic information about the employee and the person preparing the *Initial Hire/ Rehire* form. To complete, please enter the following:

Employee Name:	Enter employee's last name, first name and middle name.
Personnel Number:	If former employee, or currently a Friend, enter the IRIS-assigned personnel number of employee. Leave blank if initial hire (IRIS will assign).
SSN #:	Enter the social security number of the employee if a new hire. Leave blank if former employee with a Personnel Number.
TN Unique ID	Enter the employee's Tennessee Unique ID number. This is a 9-digit number assigned to anyone affiliated with the University at the same time they are assigned a NetID. All student employees and all former employees will already have a TN Unique ID number. Use IRIS transaction **ZSEV – Employee/Student Look-Up** to find the TN Unique ID. Leave blank if no prior affiliation with the university.
NetID	Enter the employee's NetID. Student employees and former employees should already have a NetID. Use IRIS transaction **ZSEV – Employee/Student Look-Up** to find/verify the NetID. Leave blank if no prior affiliation with the university.
Responsible Cost Center:	Enter the Cost Center (E Account) of the department hiring the employee.
Cost Ctr Name:	Enter the department's name.
Preparer:	Enter the name of the person who prepared the *Initial Hire/ Rehire* form.
Phone#:	Enter the phone number of the person who prepared the *Initial Hire/Rehire* form.

Section 2:



EFFECTIVE DATE OF HIRE ____________ *(Enter X in appropriate type of hire)*

☐ Hire an Employee ☐ Rehire an Employee ☐ Transfer Friend to Employee ☐ Transfer Pending to Active

EMPLOYEE IS (enter X in appropriate box, if applicable)

☐ A UT Retiree ☐ State of Tennessee Retiree ☐ Federal Retiree

ACTION (IT0000)

Reason for Action: <Choose One>

Explanation of Actions

Section 2 is the indicator of what type of action is to be taken and the effective date of hire. The effective date of hire will be the first day the person is officially an employee of the University.

Enter a *X* in the box next to the type of hire being processed:

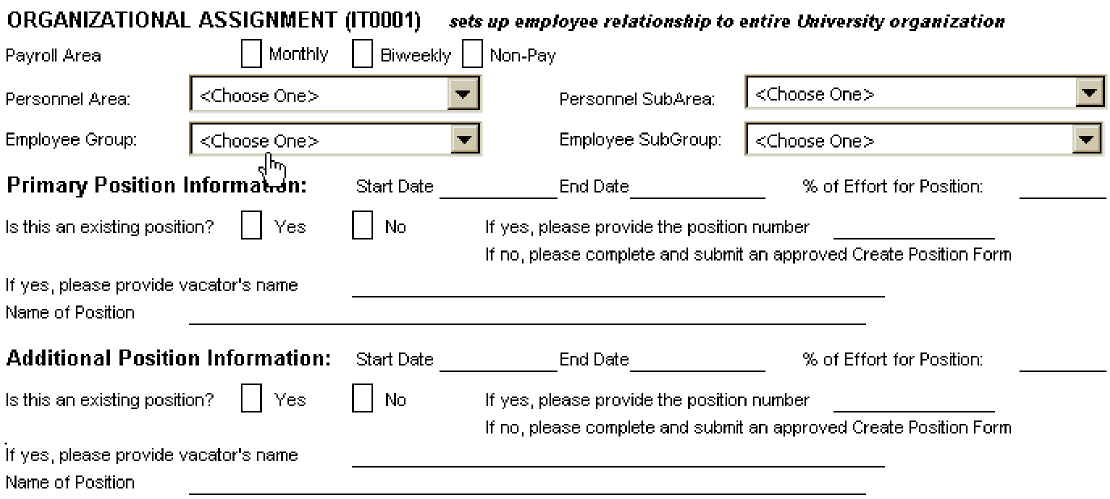
Hire an Employee:	New employee.
Rehire an Employee:	Former employee--any type.
Transfer Friend to Employee:	Person currently in Employee Group Friend.
Transfer Pending to Active:	Person currently in the Pending Employee category.

If employee is retired from either UT, the State of Tennessee, or the federal government, enter a *X* in the appropriate box.

The *Reason for Action* describes why action is being taken. In the case of hiring an employee, the *Reason for Action* will closely match the *Action*. Choose the *Reason for Action* from the following:

Hire an Employee:	New Hire.
Rehire an Employee:	Rehire an Employee.
Transfer Friend to Employee:	Transfer Friend to Employee.
Transfer Pending to Active:	Transfer Pending to Active.
Explanation of Actions:	Space provided for any additional information that may be beneficial. An example would be a rehire that was employed at UT under a different name

Section 3:



ORGANIZATIONAL ASSIGNMENT (IT0001) *sets up employee relationship to entire University organization*

Payroll Area ☐ Monthly ☐ Biweekly ☐ Non-Pay

Personnel Area: <Choose One> Personnel SubArea: <Choose One>

Employee Group: <Choose One> Employee SubGroup: <Choose One>

Primary Position Information: Start Date ________ End Date ________ % of Effort for Position: ______

Is this an existing position? ☐ Yes ☐ No If yes, please provide the position number ________
If no, please complete and submit an approved Create Position Form

If yes, please provide vacator's name ________________
Name of Position ________________

Additional Position Information: Start Date ________ End Date ________ % of Effort for Position: ______

Is this an existing position? ☐ Yes ☐ No If yes, please provide the position number ________
If no, please complete and submit an approved Create Position Form

If yes, please provide vacator's name ________________
Name of Position ________________

Section 3 sets up the employee's relationship to the University.

The *Payroll Area* is the indicator of the pay cycle the employee will have.

Monthly:	Check if the employee is to be paid on the monthly payroll.
Biweekly:	Check if the employee is to be paid on the biweekly payroll.
Non-Pay:	Check if the employee will not be receiving regular pay from the University or will be on a Special Appointment.

The *Personnel Area* identifies the major organizational divisions of the University. Choose the appropriate *Personnel Area* from the following:

Chattanooga
Institute for Public Service
Institute of Agriculture
Knoxville
Martin
Memphis
Space Institute
University Administration
UT Medical Center
UT Development Foundation

The *Personnel Subarea* is a further breakdown within the *Personnel Area*. Choose the appropriate *Personnel Subarea* from the following:

Personnel Area	Personnel Subarea
Chattanooga	**Chattanooga**
Institute for Public Service	**CTAS**
Institute for Public Service	**IPS**
Institute for Public Service	**MTAS**
Institute of Agriculture	**Agriculture Experiment Station**
Institute of Agriculture	**Agriculture Extension Service**
Institute of Agriculture	**Agriculture Extension Service – Federal**

Institute of Agriculture	**Veterinary Medicine**
Knoxville	**Athletics**
Knoxville	**Knoxville**
Martin	**Martin**
Memphis	**Clinical Chattanooga**
Memphis	**Clinical Knoxville**
Memphis	**Family Practice-Jackson**
Memphis	**Family Practice-Knoxville**
Memphis	**Family Practice-Memphis**
Memphis	**Research Center**
Space Institute	**Space Institute**
University Administration	**University Administration**
UT Medical Center	**Medical Center**
UT Development Foundation	**UTFI Alumni**
UT Development Foundation	**UTFI Development**
UT Development Foundation	**UTFI Finance/Operations**

The *Employee Group* is the category of the employee. Combined with the percentage of time the employee works and the *Employee Subgroup,* the *Employee Group* sets the employee's eligibility for benefits, including leave accrual. The choices for *Employee Group* are as follows:

Regular
Temporary
Student

The *Employee Subgroup* is the designation of the employee. The designation indicates whether the employee completes a biweekly or monthly timesheet, whether a faculty member has a 9-month or 12-month appointment, or whether an exempt employee is in an Executive/ Administrative or Professional position. The type of *Employee Subgroup* an employee may have is dependent upon the employee's *Employee Group*. The choices for the *Employee Subgroup* are as follows:

Regular - Faculty 12month
Regular - Faculty 9month
Regular - Staff: Exec/Admin (exempt)
Regular - Staff: Hourly Input (biweekly)
Regular - Staff: Hourly NoInput (monthly)
Regular - Staff: Professional (exempt)

Temporary - Faculty 12month
Temporary - Faculty 9month
Temporary - Special Appointment (no pay)
Temporary - Staff: Exec/Admin (exempt)
Temporary - Staff: Exec/Admin (exempt)
Temporary - Staff: Hourly Input (biweekly)
Temporary - Staff: Hourly NoInput (monthly)
Temporary - Staff: Professional (exempt)

Student - GradStu: Salary 12mth
Student - GradStu: Salary 9mth
Student - Medical Intern/Resident
Student - Std: Fellow/Trainee
Student - Std: Hourly Input
Student - Std: Hourly NoInput

The *Primary Position* determines where the employee's check advice will be sent. Also, in the case of multiple positions where one accrues leave and one does not, the *Primary Position* will determine whether the employee accrues the leave. If the employee has only one position, it is automatically designated as the *Primary Position*. If an employee has more than one position, the position with the greatest percent of time attached to it is designated as the *Primary Position*. If the employee has more than one position and the percent of time is evenly distributed between the multiple positions, then the first position entered into IRIS is designated as the *Primary Position*.

Enter the following information for the *Primary Position* and for *Additional Position Information* (if applicable):

Start Date:	Enter the date the employee's appointment to the position begins.
End Date:	Enter the date the employee's appointment to the position ends. In the case of a regular appointment, the end date will be 12/31/9999 and will be changed when the employee transfers to another position or terminates.
% of Effort for Position:	Enter the percentage of time employee will be assigned to the position.

If the position is an existing position, check the *YES* box and enter the position number, vacator's name, and the current name of the position.

If the position is not an existing position in IRIS, please submit a ***Position Create/Change*** e-form. If the position has been marked *Obsolete*, please submit a ***Position Create/Change*** e-form to reactivate the position.

Section 4: (For Ag. Extension Appointments Only)

For Ag. Extension Appointments Only:

CORPORATE FUNCTION	<Choose One>	Percentage ________
CORPORATE FUNCTION	<Choose One>	Percentage ________
CORPORATE FUNCTION	<Choose One>	Percentage ________

Section 4 is for use for Agriculture Extension appointments only. The *Corporate Function* indicates the employee's area of responsibility. Enter the appropriate *Corporate Function* and the percentage employee will be assigned to the *Corporate Function*. The *Corporate Function* options are as follows:

4-H Youth Development	**Executive Administrative**	**Organizational Support**
Agriculture & Natural Resources	**Family & Consumer Sciences**	**Resource Development**

Section 5:

TENURE (IT9022) *To be used for Faculty Appointments (please attach the Recommendation for Faculty Appointment Form)*

☐ Tenured ☐ On Tenure Track ☐ Not on Tenure Track ☐ Ineligible for Tenure ☐ Emeritus

Tenure Department Cost Center: ____________________

Discipline: <Choose One>

Date Tenure Granted: ____________ Tenure Review Date: ____________

Academic Rank: <Choose One> Academic Rank Date: ____________

Section 5 is to be used for faculty appointments and for indicating emeritus status to chief administrators when appropriate. Complete Section 5 by entering the following information:

Tenure:	Check if faculty member is receiving tenure.
On Tenure Track:	Check if faculty member is on tenure track.
Not of Tenure Track:	Check if faculty member is not on tenure track.
Ineligible for Tenure:	Check if faculty member is not eligible for tenure.
Emeritus:	Check if faculty member or chief administrator has been granted emeritus status.
Tenure Department Cost Center:	Enter the cost center (E Account) of the department that will grant the tenure. The cost center will automatically determine the location, college, and department.
Discipline:	Select the faculty member's discipline from the choices listed in the drop-down. The format for the Discipline is Name of Discipline (Code).
Date Tenure Granted:	Enter date tenure was granted, if applicable.
Tenure Review Date:	Enter date tenure is to be reviewed, if applicable.

Academic Rank:	Enter the appropriate academic rank. The options for Academic Rank are as follows: **Assistant Professor** **Associate Professor** **Instructor** **Lecturer** **Professor**
Academic Rank Date:	Enter the date Academic Rank was received.

Section 6:

Employee Name: Personnel #:

PERSONAL DATA (IT0002) *refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)*

ADDRESSES (IT0006) *refer to Personal Data Form (Personal Data Form Requred for ALL Hires, including students)*

Section 6 is the beginning of page 2 of the *Initial Hire/Rehire* form.

Employee Name:	Employee's Name will automatically be completed, based on the information on page 1 of the form.
Personnel Number #:	Employee's Personnel Number (if applicable) will automatically be completed, based on the information on page 1 of the form.
*Personal Data:	Complete and submit *Personal Data Form*.
*Addresses:	Complete and submit *Personal Data Form*.

***PLEASE NOTE: The Personal Data Form is *REQUIRED* for *ALL* new hires, including students.**

Section 7:

PLANNED WORKING TIME (IT0007) ***sets up employee relationship to the University***

Work schedule rule: <Choose One> Total Employee Percentage of Effort

The *Planned Working Time* indicates the work schedule of the employee. The options for the *Work Schedule Rule* are as follows:

Work Schedule Rule	Explanation
Flex-Day	**Employee on a flex-year schedule (works day shift)**
Flex-2nd	**Employee on a flex-year schedule (works 2nd shift)**
Flex-3rd	**Employee on a flex-year schedule (works 3rd shift)**
Hour-Day	**Hourly Input employee (works day shift)**
Hour-2nd Shift	**Hourly Input employee (works 2nd shift)**
Hour-3rd Shift	**Hourly Input employee (works 3rd shift)**

NonPay	**Used for Friends and Travelers**
Sal-Day	**Hourly NoInput employee (works day shift),Exec/Admin, Faculty, Professional**
Sal-2nd Shift	**Hourly NoInput employee (works 2nd shift)**
Sal-3rd Shift	**Hourly NoInput employee (works 3rd shift)**
14 Day 1st	**Hourly NoInput employee (works 1st shift) in UTK Police Department**
14 Day 2nd	**Hourly NoInput employee (works 2nd shift) in UTK Police Department**
14 Day 3rd	**Hourly NoInput employee (works 3rd shift) in UTK Police Department**
Special-Schedule Attached	**Employees on either SAL-DAY, SAL-2nd SHIFT, or SAL-3rd SHIFT whose schedule is not a normal M-F, 8-5)**

Section 8:

COST DISTRIBUTION (IT9027)

Reason for Change: <Choose One>

Dates								
Begin	End	Position #	Cost Center	WBS Element	Wage Type	$ Rate *hourly or monthly*	Effort Percent	9 Mo
Note: Percentage must equal 100% for any given point in time					TOTALS		0	

Section 8 reflects the funding sources that will pay the employee, the type of pay each distribution represents, the hourly or monthly rate of pay, the percent of effort the employee will expend to each funding source, and if the position is a 9-month appointment. To complete the *Cost Distribution* section, enter the following information:

Reason for Change:	New Hire - to be used for all New Hires, Transfer Friend to Employee, and Transfer Pending to Active. Rehire - to be used for all former employees.
Begin Date:	Enter date distribution is to begin.
End Date:	Enter date distribution is to end.
Position #:	Enter IRIS-assigned position identification number (enter position number for each line, even if split funding is for same position). If a *Create Position* form is being submitted with the *Initial Hire/Rehire* form, leave position number blank for position to be created. The Campus

	Human Resources/Personnel office will enter the position number after it has been created.
*Cost Center:	The Cost Center is associated with state and auxiliary funds (E accounts). Enter cost center number funding position, if applicable.
*WBS Element:	The WBS Element is associated with grant, contract, or gift funding (R accounts). Enter WBS element funding position, if applicable.

The *Wage Type* describes what type of earnings each distribution represents. Choose from the following options:

1ADA - Administrative Assignment
1ALU – Distinguished Professor
1FEL - Taxable Fellowship
1FPY – Payment Outside US
1HRL – Base Hourly Rate (Biweekly)
1LIV – Living Expense
1LWP – Leave with Pay
1PRP – Professorship-Perm
1PRT – Professorship-Term
1REG – Regular (Monthly)
1RGA - Reg Pay from Agency
1STP – Taxable Stipend
2AGY - Agency Pay
2IPR - Insurance-Post Retirement
2SNP – Special Non-Pay

Rate:	Enter hourly OR monthly rate of pay. ***(NOTE: Employees cannot have both an hourly and a monthly rate of pay).***
Effort Percent:	The *Effort Percent* is the indicator of how much effort the employee spends working on each distribution (Cost Center or WBS Element). Enter the percentage of effort of time employee is expending on each Cost Center/WBS Element listed. The total of these percentages must equal 100%. (Ex. A single funding source would be 100%; two funding sources may be any combination of percentages equaling 100%). If the employee's percentage of effort as entered on the *Planned Working Time* section is less than 100%, the total effort percent for the cost distributions must still equal 100%.
9 Mo:	Check if position is a nine (9) month appointment.

Repeat for each distribution if the employee receives funding from more than one source.

****Please Note: A Cost Center distribution and a WBS Element distribution cannot be on the same line, even if it is an even split. A separate line must be completed for each funding source.***

If the person has been checked as being in the Monthly Payroll Area (Pay Cycle), the total monthly amount will automatically be calculated in the *TOTALS* section. Also, the total percent of effort will be calculated in the *TOTALS* section. ***Please Note: The total percent of effort must equal 100.***

Section 9

RECURRING PAYMENT (IT0014)

Dates		Cost Center	WBS Element	Wage Type	Recurring Payment Amount	No. of Units (If applicable)	B1
Begin	End						
				TOTALS	$ -		

Section 9 reflects any payments made to the employee that are not considered part of his/her regular pay. To complete the *Recurring Payment* section of the *Initial Hire/Rehire* form, enter the following information:

Begin Date:	Enter date recurring payment is to begin.
End Date:	Enter date recurring payment is to end.
Cost Center:	The Cost Center is associated with state and auxiliary funds (E accounts). Enter cost center number funding recurring payment, if applicable.
WBS Element:	The WBS Element is associated with grant, contract, or gift funding (R accounts).Enter WBS element funding recurring payment, if applicable.

The *Wage Type* describes what type of payment each distribution represents. Choose from the following options:

1FLN - Non-taxable Fellowship
1FL2 - Non-taxable Fellowship*
1FL3 - Non-taxable Fellowship*
1FPY - Payment Outside US
1RES - Research Award
1RGS - Step Increase (Federal Employees)
1RG2 - Step Increase (Federal Employees)**
1RG3 - Step Increase (Federal Employees)**
1STN - Non-taxable Stipend ***

1ST2- Non-taxable Stipend***
1TOL- Teaching Overload
1TO2- Teaching Overload****
1TEA - Teaching Overload-Student
2EVN - Evening School
2HOB - Housing Allowance (Biweekly)
2HOU - Housing Allowance (Monthly)
2HSR - Housing Allowance-Executive
2MLS – Meals
2MOB – Mobile Phone Allowance

* These wage types can indicate either additional Fellowships or additional funding sources for same fellowship. Use in conjunction with wage type1FLN.

** These wage types indicate additional funding sources for same Step Increase. Use in conjunction with wage type1RGS.

*** These wage types can indicate either additional Fellowships or additional funding sources for same stipend. Use in conjunction with wage type 1STN.

****This wage type indicates additional funding sources for the same Teaching Overload. Use in conjunction with wage type 1TOL.

Recurring Payment Amount:	If the *Recurring Payment* is based on a monetary value, enter the amount of the payment (if employee is paid on the biweekly payroll, enter an hourly rate, if the employee is paid on the monthly payroll, enter a monthly rate).
No. of Units (if applicable):	If the *Recurring Payment* is not based on a monetary value (example: number of meals allowed), enter the number of units to be covered).
B1:	Enter a *X* if employee is paid on the biweekly payroll.

Section 10:

ADDITIONAL PERSONAL DATA (IT0077) *refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)*

EDUCATION (IT0022) *refer to Personal Data Form (Personal Data Form Required for ALL Hires, including students)*

Section 10 information will be completed by submitting a *Personal Data Form*.

***PLEASE NOTE: The Personal Data Form is _REQUIRED_ for _ALL_ new hires, including students.**

Section 11:

Employee Name: 0 0 0 Personnel #: 0

APPROVAL SIGNATURES

______________________ Date __________ ______________________ Date __________
Department Head

______________________ Date __________ ______________________ Date __________

Section 11 is the last section of the *Initial Hire/Rehire* form.

Employee Name:	Employee's Name will automatically be completed, based on the information on page 1 of the form.
Personnel Number #:	Employee's Personnel Number (if applicable) will automatically be completed, based on the information on page 1 of the form.

For *Approval Signatures*, follow the guidelines set forth by your Campus/Institute.

Section 12:

Attachments

- ☐ Form W-4 (required for all new/returning employees) / Form W-5 (optional)
- ☐ Form I-9 photocopies of documentation
- ☐ Direct Deposit Authorization Form
- ☐ Personal Data Form (PDF)
- ☐ Correspondence and supporting documentation
- ☐ Recommendation for Faculty Appointment Form
- ☐ Authorization of Disclosure Form

Attachments

Certain documents are required when hiring a new employee. Section 12 gives the department an opportunity to have a checklist of these documents that need to be attached when completing an *Initial Hire/Rehire* form.

The following documents are REQUIRED for all newly-hired employees that will be receiving pay:

Form W-4
Form I-9 with copy of appropriate documents used
Direct Deposit Authorization (if person will be using Direct Deposit)

The following document is REQUIRED for all newly-hired employees (including Friends and Travelers):

Personal Data Form (PDF)

The following document is REQUIRED for all newly-hired, tenure or tenure-track faculty members:

Recommendation for Faculty Appointment Form

If a new position needs to be created for the employee, the *Create a Position* form must either accompany the *Initial Hire/Rehire* form or be submitted prior to employee being hired. If there are special circumstances that must be accounted for during the new hire, any correspondence or supporting documentation is REQUIRED.