Smart HR Transactions

Template Based Hire/Rehire

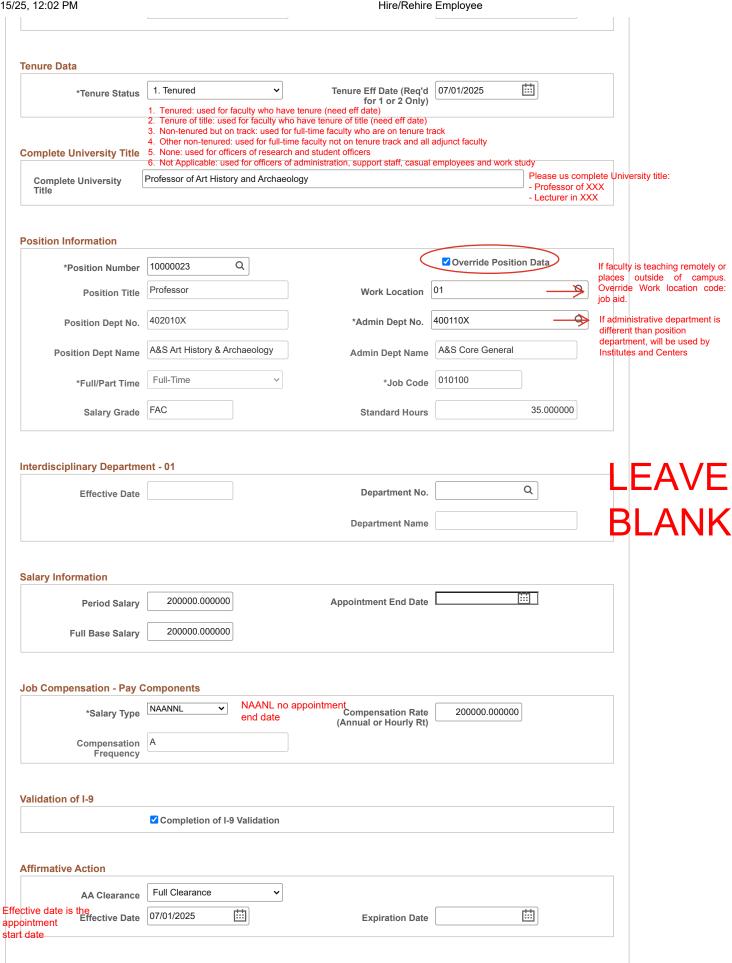
Enter/Review the employee information.

Go to Bottom of page

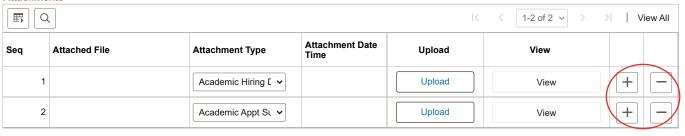
This date defaults to today, please *Job Eff Date (Hire Date): 07/01/2025 曲 edit to the appointment start date If faculty is on a visa, start date should be on or Personal / Job Data Labor Accounting after arrival date on I-94 if they arrive after the appointment start date on their offer letter. **Employee Information** Social Security No. 111225555 Social Security No. 1. Make sure prefix is Prof for any Professorial **Primary Name - English** Dr. if they have Phd and are a lecturer. 3. Mr and Ms if no Phd. Professor *Name Prefix *Note: JD is not a doctorate's degree. Name needs to match *First Name Sam tax forms including middle initial Middle Name *Last Name Gamgee Name Suffix **Preferred Name** Name Prefix First Name Middle Name **Last Name** Name Suffix Home Address (Perm) *Country USA Home Q *Address Type *Address Line 1 1 Shire Blvd. Must mach tax forms Address Line 2 Address Line 3 State NJ Fort Lee Q *City 07024 Postal Code Mailing Address (Curr) USA Q Mailing *Country Address Type Address Line 1 If address outside tri-state area indicate a local address or indicate in comments commuting or how person is Address Line 2 planning on teaching on campus Address Line 3 Q City State

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ffice Address					
*Address Type	CU Office ~		*Country	USA	Q
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State			Country		



Attachments



Always remove the whole line and readd when you need to update your attachments

Comments

Comments

I9 completed 5/25/2025

Affirmative action cleared pos num 123456 dated 11/20/2024 full clearence

Passed background check 2/10/2025

BA, University College London, England (1994)

Return to Enter Transaction Details Page



Once you are done with filling out everything on this page, go to top of page and continue to Labor Accounting

Smart HR Transactions

Template Based Hire/Rehire

Go	to	Bottom	OT	page	

		*	Job Eff Date (Hire Dat	e): 07/01/2025	
Personal / Job Data Labo	or Accounting		JOD EII Date (Hire Dat	e): 07/01/2025 :::	
ployee Information					
Salary Distribution - 1a		the combo code			
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Comments

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Return to Enter Transaction Details Page

Save and Submit

Save for Later

Quit Without Saving

Always leave the transaction at level 1 for our review and edits

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