

## Offer and UConn Hire Form (Candidate View):

### View Offer

Once the department updates the chosen candidate's status from **Ready to Make Offer** to **Online Offer**, an email will trigger to the chosen candidate (profile email address). The email will include a link for the chosen candidate to navigate to, login, and view the following screen. The candidate will click **View Offer** to view the offer details.

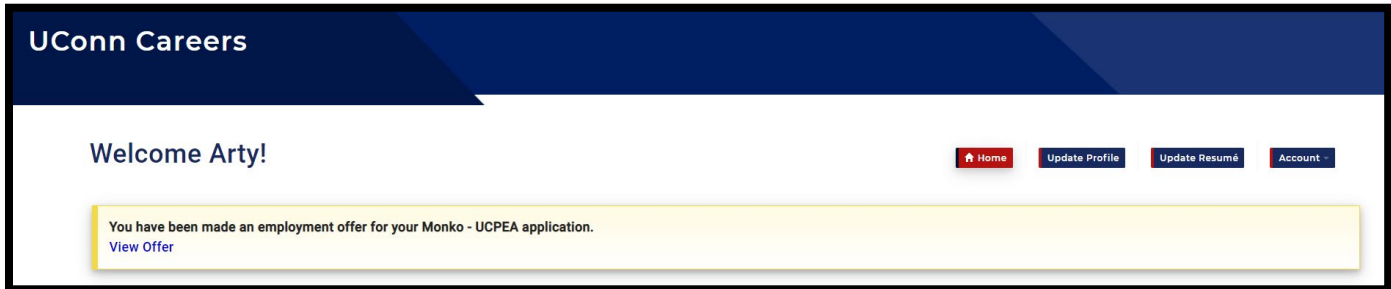


Image: Applicant portal to view offer details including offer letter and terms/conditions.

### View Offer and Accept

The following page displays to view the offer letter and agree to the terms of the offer and University policies. The **I accept** button will not be active until the candidate opens the offer letter (blue hyperlink) and checks the confirmation box.

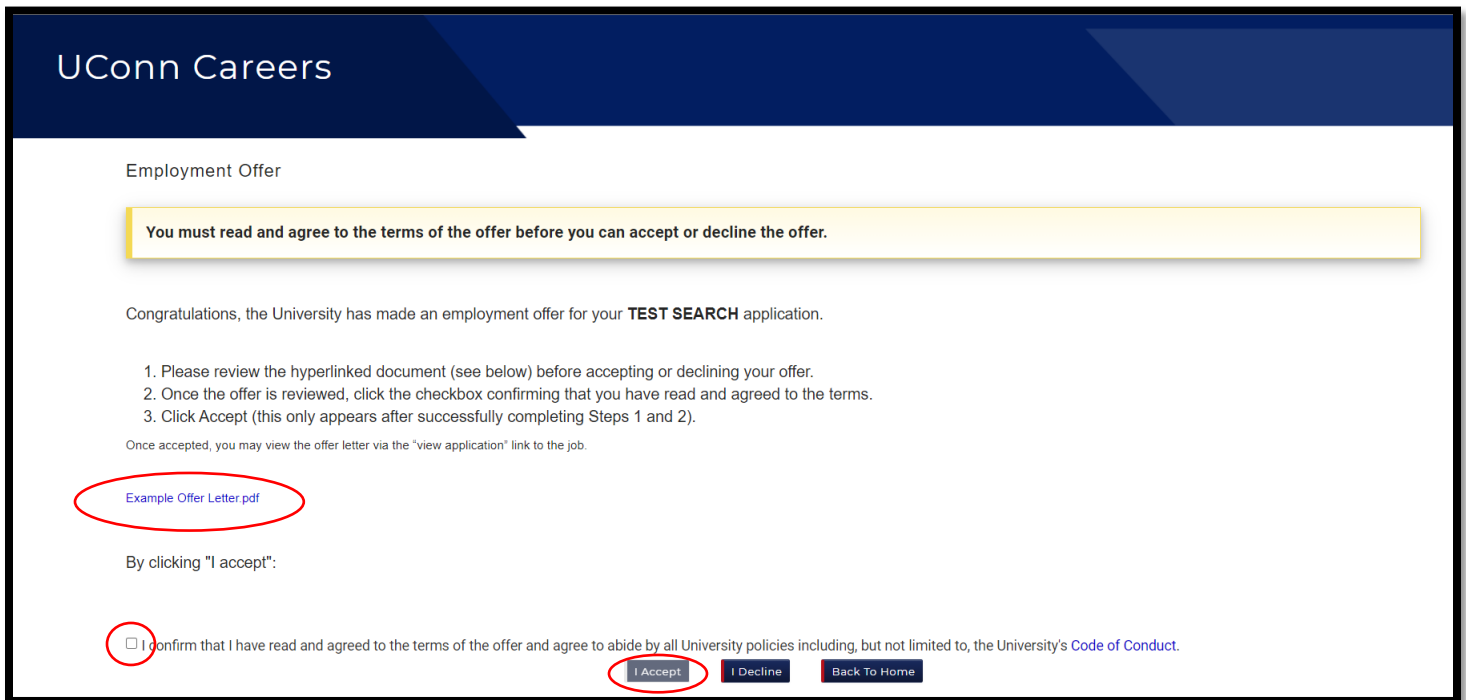


Image: **I accept** button is inactive until candidate views letter and checks confirmation box.

## Complete UConn Hire Form

Completing the UConn Hire form kicks off the online background check process, NetID process, and onboarding. The form is setup with 8 sections. The checkmark to the left of each section header expands and collapses each section.

The screenshot displays a web interface for the UConn Hire Form. At the top, a dark blue header contains a back arrow, the text "All Hires Except Special Payroll Data Changes", and a "Saved" indicator. Below the header, the form is organized into sections, each with a checkmark on the left and a collapse/expand arrow on the right. The "Personal details" section is expanded, showing a congratulatory message and a requirement to provide information. The other sections are collapsed. A "Submit" button is located at the bottom right of the form area.

Section Name	Status
Personal details	Expanded
Address Information	Collapsed
Work Authorization	Collapsed
Voluntary Self-Identification Form	Collapsed
Voluntary Self-Identification of Veteran Status	Collapsed
Voluntary Self-Identification of Disability (page 1)	Collapsed
Voluntary Self-Identification of Disability (page 2)	Collapsed
Declaration	Collapsed

# UConn Hire Form – Voluntary Self-Identification Form

✓ Personal details	>
✓ Address Information	>
✓ Work Authorization	>
✓ Voluntary Self-Identification Form	▼

**INVITATION TO SELF IDENTIFY**

**Race/Ethnicity Definitions:**

**Hispanic or Latino:** a person of Cuban Mexican Chicano Puerto Rican South or Central American or other Spanish culture or origin regardless of race.

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Asian:** a person having origins in any of the original peoples of the Far East Southeast Asia or the Indian subcontinent including for example Cambodia China India Japan Korea Malaysia Pakistan the Philippine Islands Thailand and Vietnam.

**Black or African American:** a person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii Guam Samoa or other Pacific Islands.

**White:** a person having origins in any of the original peoples of Europe the Middle East or North Africa.

Are you Hispanic or Latino?

(optional)

**Race/Ethnicity**

White  
 Black or African American  
 Asian  
 Native Hawaiian or Other Pacific Islander  
 American Indian or Alaska Native

(optional)

✓ Voluntary Self-Identification of Veteran Status	>
✓ Voluntary Self-Identification of Disability (page 1)	>
✓ Voluntary Self-Identification of Disability (page 2)	>
✓ Declaration	>

## UConn Hire Form – Employee Declaration

The screenshot shows a web form with a table of sections. Each row has a checkmark icon on the left and a right-pointing arrow icon on the right. The sections listed are: Personal details, Address Information, Work Authorization, Voluntary Self-Identification Form, Voluntary Self-Identification of Veteran Status, Voluntary Self-Identification of Disability (page 1), Voluntary Self-Identification of Disability (page 2), and Declaration. The Declaration section is expanded, showing the text 'Employee Declaration' and a 'PLEASE NOTE' warning. Below the note is a statement 'I confirm all of the information I have supplied within this form is true and accurate.' followed by a checkbox labeled 'Yes - the information I have supplied is true and accurate' with the word 'required' in red text below it. A blue 'Submit' button is located in the bottom right corner of the form area.

✓ Personal details	>
✓ Address Information	>
✓ Work Authorization	>
✓ Voluntary Self-Identification Form	>
✓ Voluntary Self-Identification of Veteran Status	>
✓ Voluntary Self-Identification of Disability (page 1)	>
✓ Voluntary Self-Identification of Disability (page 2)	>
✓ Declaration	▼

**Employee Declaration**

**PLEASE NOTE:** Once you click 'Submit', you will not be able to edit your information. Please check all your information before submitting.

I confirm all of the information I have supplied within this form is true and accurate.

Yes - the information I have supplied is true and accurate  
required

Submit

Final section of the *UConn Hire Form* requires the employee to confirm the information supplied is true and accurate. The employee checks the box to confirm and clicks submit at the bottom right.

The submitted *UConn Hire Form* opens onboarding access to the hired employee and department. Updates to onboarding tasks should be made at this time (add/delete tasks).

### **SMARTHR Transactions:**

*Regular Payroll* – Hire transactions are automatically fed into SmartHR and no further entry is required by the department.

*Special Payroll* – UConn Hire data feeds to SmartHR with additional entry required. Departments are required to select one of the new PageUp hire templates in SmartHR, lookup the hire, and the template will populate with most of the data. The department completes the remaining fields (including KFS #s) and submits for payroll to process.

For SmartHR information, navigate to: [https://ess.uconn.edu/wp-content/uploads/sites/1861/2019/12/HRJA9\\_Hiring-an-Employee-Special-Payroll\\_PageUp.pdf](https://ess.uconn.edu/wp-content/uploads/sites/1861/2019/12/HRJA9_Hiring-an-Employee-Special-Payroll_PageUp.pdf)