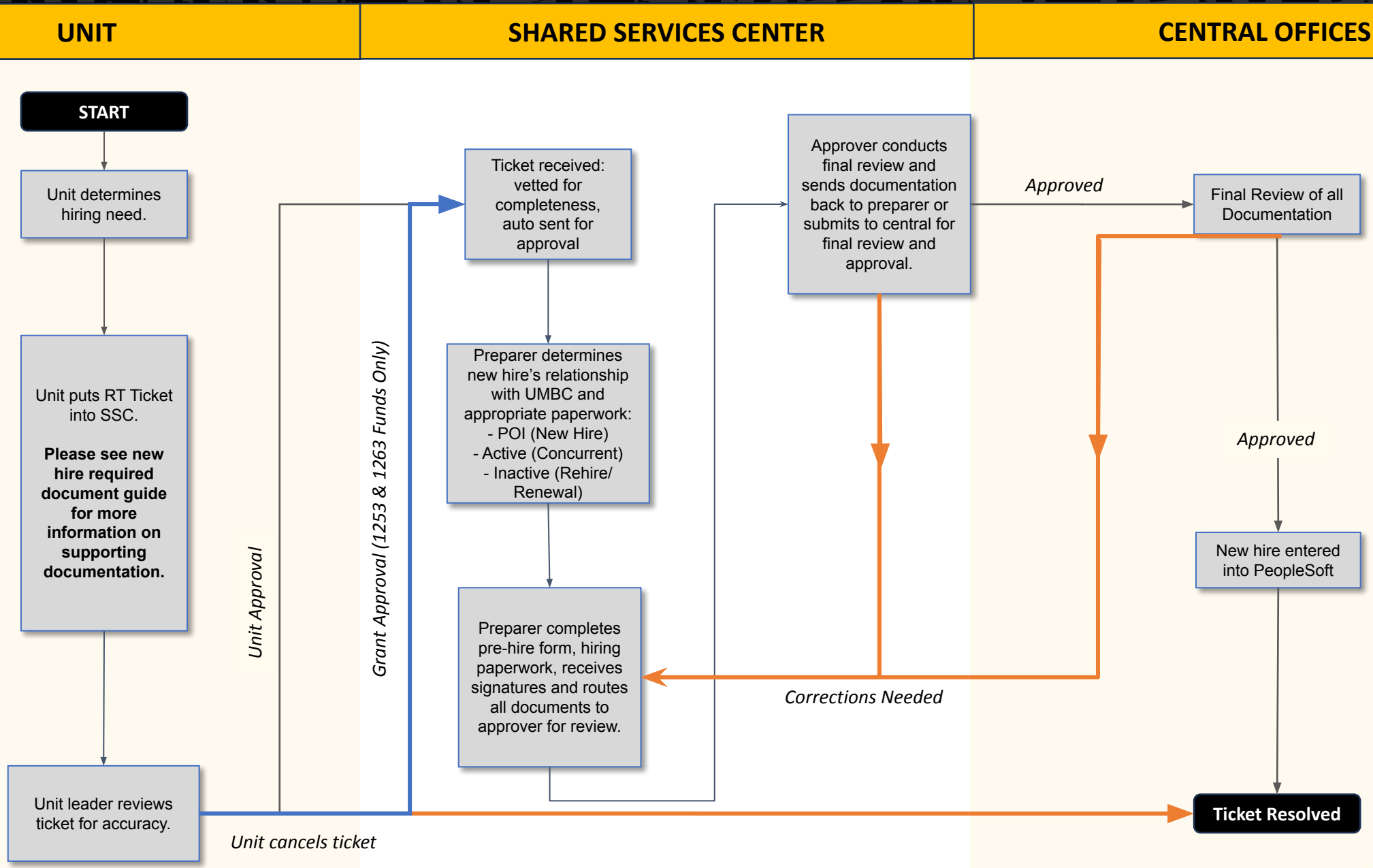
New Hires


UNIT
SHARED SERVICES CENTER
CENTRAL OFFICES
START
Unit determines hiring need.
Unit puts RT Ticket into SSC.
Please see new hire required document guide for more information on supporting documentation.
Unit leader reviews ticket for accuracy.
Unit Approval
Grant Approval (1253 & 1263 Funds Only)
Unit cancels ticket
Ticket received: vetted for completeness, auto sent for approval
Preparer determines new hire's relationship with UMBC and appropriate paperwork:
- POI (New Hire)
- Active (Concurrent)
- Inactive (Rehire/ Renewal)
Preparer completes pre-hire form, hiring paperwork, receives signatures and routes all documents to approver for review.
Approver conducts final review and sends documentation back to preparer or submits to central for final review and approval.
Approved
Corrections Needed
Final Review of all Documentation
Approved
New hire entered into PeopleSoft
Ticket Resolved