Biology Department New Hire Onboarding Process

1) Biology Department New Hire Onboarding Survey:

   https://form.jotform.com/220413199546154

   Submission will automatically send to the UPBM Office

2) I-9 Verification

   a. Part I of the I-9 must be completed at newi9.com. Our employer code is 11968. Our employer location is 100000-Student Workers.

   b. Once you submit Part I, you'll get a list of the documentation you must have to complete Part II.

   c. Once you have these documents, schedule an appointment with the HR Service Center located at Brooks Landing (910 Genesee St). https://calendly.com/hr-i9-scheduling/i9-appointment?month=2024-10

   d. Come to your appointment with all your documentation. The documents must be originals, not copies. If you fail to bring your documents with you, your appointment will be rescheduled. Appointments should last about five to ten minutes.

   e. If you filed an I-9 for a previous position, it is not guaranteed that the I-9 will still be active. Call the HR Service Center (585.275.8747) to check.

3) Wage Theft Prevention Act (WTPA)

   a. Complete this after you receive an email from the Student Employment Office about necessary onboarding paperwork

   b. To access the WTPA form, log into Joblink through Blackboard using your Net ID and password.

   c. Select **Applicants and Employees**, then **UR Hired** from the home screen

   d. Read through the necessary requirements for employment

   e. At the bottom of the page, select **Employee Acknowledgement**. You will need the information in this email to complete the form (wage, job ID, etc.)

   f. Read and acknowledge your wage and primary language

g. If your primary language is one listed on the drop-down menu (Spanish, Haitian-Creole, Chinese, Korean, Polish or Russian), you must also meet with your employer to complete a paper WTPA form after submitting this form.

h. You will not be hired until this form is completed.

i. If you have any questions regarding this process, please contact the Student Employment Office (SEO) at 585.275.1146 or seo@rochester.edu.

4) After you complete the I-9 and WTPA, the Student Employment Office (SEO) will review your materials. Upon approval, SEO will send an email to the hiring manager, who will communicate your start date to you. You may not begin work until you receive this notice.

5) Check-In with Mary Bissell in the Stockroom (Hutchison 213) to get swipe access on your ID card

a. Email to request an appointment: mary.bissell@rochester.edu

b. The Stockroom is open Monday-Friday, 8:00 am – 4:30 pm

6) New Student Employee Orientation

a. Complete this after you are approved to begin work

b. Visit **MyPath** and log in with your username and password that is used to gain access to URHR or email.

c. The curricula will include several trainings to share work policies and procedures and ensure confidentiality and security of University data.

Please note that access to MyPath may take up to 48 hours after receiving access to the myURHR Workday system.