

When the New Hire Search results return multiple rows, please make sure that you select the row that has both the UIN and SSN fields populated.

New Hire Transaction:

Search>>

Search Banner & iCard

To create a new employee, you must first check to see if that person exists in the university's system. You must enter the SSN, Last Name, and Birth Date to perform a search.

Required fields *

Is this new hire a Student (Undergraduate or Graduate) now or have they been since 2000? *

Yes

UIN/BANNER ID: SSN: LAST NAME: FIRST NAME: BIRTHDATE:

UIN	SSN	▲Last Name	First Name	Middle Name	BirthDate	Employee Status	Home Campus/Home Chart/Org	E-Class	Source	Identity Status
11111222		Test	Jane	Elyse	09-16-1989				Banner	
65186844	123456789	Test	Jane	E	09-16-1989				Banner	

