

FACULTY/STAFF PRE-HIRE PROCESS

The HR Department will facilitate the entry of bio/demo data for faculty who have received employment offers, but who have not yet been placed on the University payroll. Creation of a prehire record for these individuals will allow the faculty member to obtain a myUMBC user account, as well as gain access to advising and registration records in the SA system. The following steps are to be taken when requesting creation of a pre-hire record:

1. Complete UMBC Faculty/Staff Pre-Hire form and submit to HR Payroll with copy of appointment letter.
2. HR Payroll staff member will review the form and enter bio/demo data into the PS system. The individual will have the status of POI (Person of Interest) with a designation of PreHire.
3. Once the record is saved, the Pre-Hire form will be returned to the department with the EMPID. This EMPID is to be used when submitting the official payroll packet to place the individual on the University payroll.

NOTE: The Registrar's Office will run a query to identify POI Prehires in order to assign security access to SA Registration and Advising modules in PS. In addition, HR will run a query to identify those POI Prehires who placed on payroll and subsequently inactivate the prehire record.