Carbondale Campus End User Business Processes
PROCESS – Civil Service: Hiring Process

Process: Follow this process when hiring a permanent civil service employee.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website
eforms   http://eforms.siu.edu/

Actions:

Responsible Party	Action
Department	1. Prepares *Request to Create/Fill a Position*. To expedite the hiring process, a copy may be faxed to (618)453-1353 or mailed to Human Resources, Mailcode 6520.
Administrative Channels	2. Approves *Request*.
CS Employment and Classification	3. Receives *Request*. If a new position, creates position in HRMS. Follows established recruitment and selection procedures to determine eligible candidates. Notifies department of the names of eligible candidates and provides the department with a partially completed *Notice of Civil Service Appointment*.
Department	4. Interviews candidates and completes *Candidate Assessment* form. Makes selection and contacts Human Resources.
CS Employment and Classification	5. Conducts background investigation and/or drug testing, if applicable. Receives Affirmative Action clearance, if applicable. Gives hiring clearance to the department.
Department	6. Offers position. If candidate accepts, completes and approves *Notice of Civil Service Appointment*, *Assignment Costing* form, and other required forms (see list).
New Employee	7. Signs *Notice of Civil Service Appointment.* Completes • *Personal and Professional Data* form, • *Employee's Withholding Allowance Certificate (W 4)*, • *Authorization for Payroll Electronic Direct Deposit* form, and Section 1 of the • *I-9 Employment Eligibility Verification* form.
Department	8. Verifies employment eligibility documentation and completes Section 2 of the *I-9 Employment Eligibility Verification* form. Reviews all documents for completeness and accuracy. Obtains fiscal officer approval on forms where it is required. Unless the responsibility area requires otherwise, all completed forms are submitted directly to Human Resources, with the exception of the *Funds Allocation Request*, if needed. The *Funds Allocation Request* is sent through administrative channels for approval. Retains a copy of the *Funds Allocation Request* for departmental records.
Administrative Channels	9. Approves *Funds Allocation Request*. Each office should retain a copy of the *Funds Allocation Request* for its records. The last approver submits the forms to Human Resources.
Human Resources	10. Verifies funding requirements, rate, etc. Enters budget, person, assignment, costing, and payroll information in HRMS. Copies and distributes *Notice of Civil Service Appointment* and *Assignment Costing* forms to*:* ▪ Payroll, for verification purposes ▪ Employee Benefits ▪ Employee file (original) ▪ Employee ▪ Vice Chancellor

Responsible Party	Action
Vice Chancellor Area	11. Copies and distributes *Notice* and *Assignment Costing* forms to dean/director. Maintains a copy for vice chancellor area records.
Dean/Director	12. Copies and distributes *Notice* and *Assignment Costing* forms to department. Maintains a copy for dean/director area records.
Department	13. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in hiring a permanent civil service employee. For more detailed information, the end user should also consult the *Employee Handbook, Statute and Rules* of the State Universities Civil Service System, and SIUC *Personnel Policies*. All of these documents may be accessed via Human Resources homepage at http://hr.siu.edu/

A list of the documentation required to hire a permanent civil service employee follows.

Required in advance of filling the position:

Form/Document	Source
Request to Create/Fill a Position	http://eforms.siu.edu/siuforms/info/hro5014.html
Position Description form (if not already on file and current)	CS Employment and Classification

Required after an offer has been extended and accepted:

Form/Document	Source
Candidate Assessment form	CS Employment and Classification or Human Resources Home page
Notice of Civil Service Appointment	http://eforms.siu.edu/siuforms/info/hro5000.html
Assignment Costing form	http://eforms.siu.edu/siuforms/info/hro1001.html
I-9 Employment Verification form[1]	http://www.uscis.gov/files/form/I-9.pdf
Personal and Professional Data form	http://eforms.siu.edu/siuforms/info/hro1002.html
Employee's Withholding Allowance Certificate (W-4)[1]	http://eforms.siu.edu/siuforms/info/pao0101.html
Authorization for Payroll Electronic Direct Deposit[1]	http://eforms.siu.edu/siuforms/info/pao0100.html
Civil Service Effort Distribution for A-21 form[2]	Accounting Services
Funds Allocation Request[3]	http://eforms.siu.edu/siuforms/info/hro1006.html
Social Security Form SSA-1945	http://www.socialsecurity.gov/form1945/SSA-1945.pdf

[1] Not required for an individual who currently holds another SIUC status civil service, faculty or administrative/professional staff position or graduate assistantship, unless the individual wishes to add to or change information previously submitted.

[2] Required for multi-function accounts.

[3] If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.