1492 - **New required SSN/TCN statements; document showing proof of SSN application**

On the New Hire Demographics screen, a new required validation statement will appear. Verbiage will depend on whether the user is proceeding with an SSN or a TCN for their New Hire. The SSN field on the Search screen will have new edits/business rules (1461) that will determine whether new entries made are TCNs or SSNs.

If the user enters an SSN, a new statement + checkbox will appear at the bottom of the Demographics screen. The user must check the box before they can continue.

☐ **I confirm I have verified the SSN and the full name has been entered in HRFE as it appears on the employee's Social Security card.**

If the user enters a TCN ('000-xxx'), a different new statement + checkbox will appear at the bottom of the Demographics screen. The user must check the box before they can continue. This checkbox will also trigger HRFE to require a STATEMENT FOR TCN document to be attached by the Initiator on ERV. The user will be prevented from routing until this has been done *

☐ **I confirm a Receipt of Application for SSN (non-student) or Statement of Certification of Application for SSN (student). I will upload the appropriate document as an attachment on the ERV screen prior to routing.**

If a TCN is present and a benefits-eligible E-class is determined by the New Hire wizard, HRFE will automatically propose the non-benefits-eligible equivalent E-class for the employee (1478).

* This requirement is accompanying the simultaneous implementation of a new process and application for obtaining a new TCN.

1488 – **UIUC ONLY: New question in New Hire and ADD wizards to solicit Background Check information**

New Urbana SA, HG and GA jobs will prompt the HRFE user to respond to a new question on the Job Data screen. Checking 'Yes' will generate an automatic MEMO and trigger HRFE to require that a BACKGROUND CHECK document be attached on ERV. The user will be prevented from routing until this has been done.

As part of the job responsibilities, do any of the following apply:

- *Position is considered to be security sensitive.*
- *Candidate will have contact with minors or have duties/responsibilities that fall under the Protection of Minors (POM) policy.*
- *Position has duties/responsibilities that provide direct individual or patient care.*
- *Candidate will be handling controlled substances.*

○ Yes
○ No

1497 – **Add MRD Deduction to all New Hire transactions**

1498 - *FIX*: **Allow the New Hire e-mail to be sent even if one of the two required addresses is invalid**

Currently, if one of the two e-mail addresses entered in a New Hire transaction is invalid (the employee e-mail or the hiring departmental contact e-mail), neither e-mail gets sent. This fix will allow the valid address to receive the e-mail.

1484 – *FIX*: **If a user changes the Job Begin Date on an ADD transaction, corresponding Effective Dates are not always updating**

1245 – *FIX*: **Annual Salary is not always populating on the Job Data screen in the ADD wizard, causing errors**