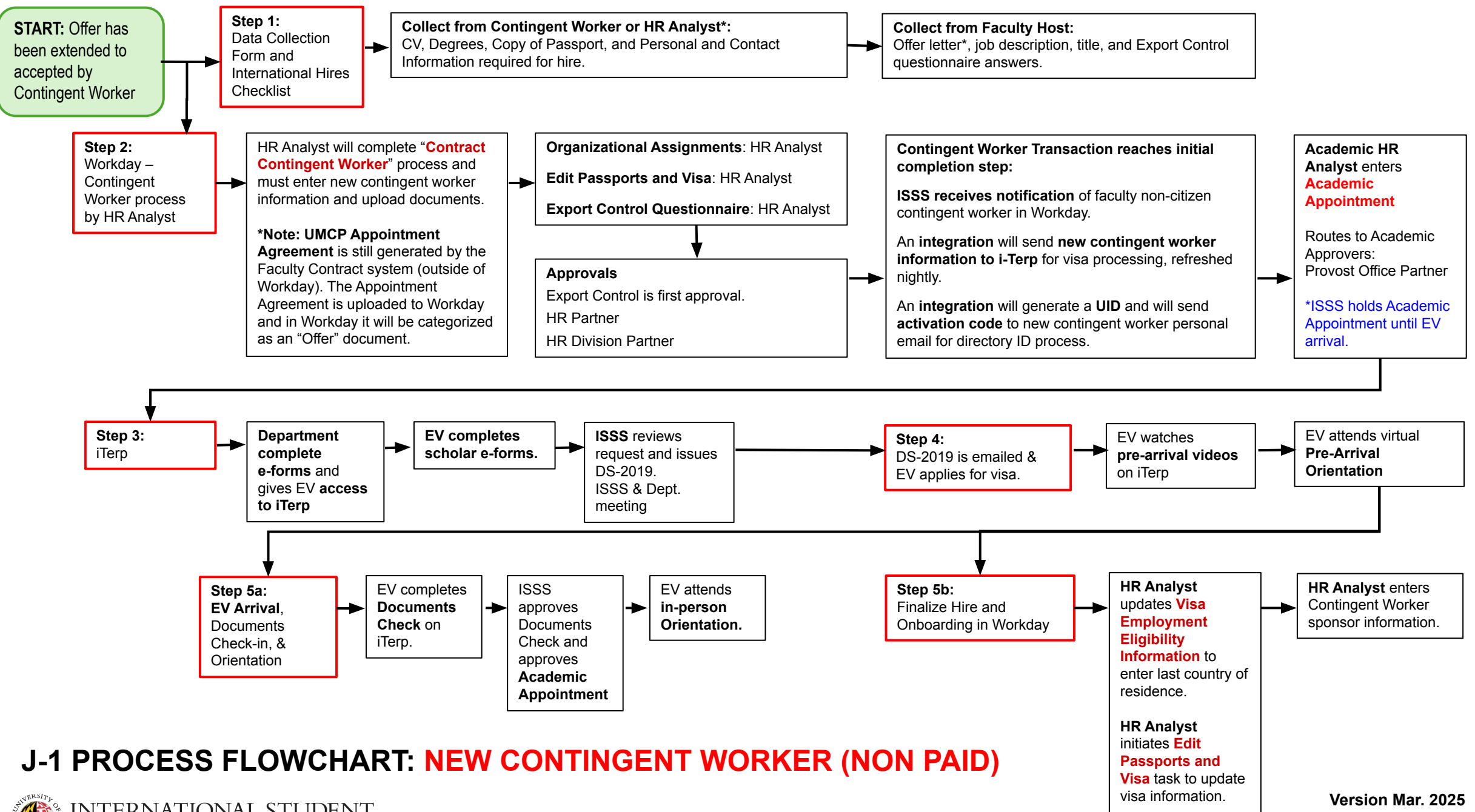


# J-1 PROCESS FLOWCHART: NEW HIRE (PAID)



## J-1 PROCESS FLOWCHART: NEW CONTINGENT WORKER (NON PAID)

**Step 2 – Additional Details**  
Workday – Hire is processed by HR Analyst

**Recruitment Hire:** HR Analyst will complete “Ready for Hire” task. Applicant information and documents are available in Workday. Position and compensation information are set by recruitment process

**Ad Hoc Hire:** HR Analyst will initiate “Hire Employee” task and must enter New Hire information, upload documents, and enter job and compensation information

Initiation Step: Supervisory Organization and Manager, Start Date, End Date if applicable, Business Title, Employee Type, Job Profile, Telework Eligibility, AWP/DPP (e.g.: 12/12), Scheduled Weekly Hours for FTE, etc. Attach documents.

Edit Government ID: Used to enter SSN in National ID section. Leave blank if no SSN, generates temp SSN after hire is approved

Change Personal Information step: DOB, Gender, Citizenship Status (Non-Citizen – US, and select countries of citizenship), Optional Personal Information such as Race/Ethnicity.

**Business Title**

J-1: Limited to Faculty Assistant, Post-Doctoral Associate, Visiting Professor or Scientist Series

**Export Control Questionnaire**  
HR Analyst completes initial screen – Short Questionnaire.

If applicable, HR Analyst will receive Long Questionnaire.

HR Analyst must retain record of Export Control questionnaire answers provided by Faculty Sponsor.

**State of Maryland Pre-Offer Check**  
Central HR Partner (UHR Operations) completes.

**HireRight Background Check**  
Central HR Compliance Partner will initiate from Workday. New Hire receives link to personal email. Central HR Compliance receives background check completion in Workday and moves hire forward. If background check needs additional action, HR Analyst is notified.

**Edit Passports and Visa**  
HR Analyst enters Passport.  
HR Analyst enter the applicable visa type (J-1) to be used for visa process. Enter “000” as the Visa number when the visa is in process.

- Job Aid: Edit Passports and Visa

**Organizational Assignments, Compensation, Costing Allocations** – entered by HR Analyst

**Academic Review**  
Central Academic Partner reviews and enters Faculty Job classifications

**Approvals**  
Approver can Approve to move forward, Send Back to the HR Analyst, Deny to end the transaction completely.

Export Control is first approval.

HR Partner

HR Division Partner

Provost Office Partner for academic hires.

**Hire Transaction reaches initial completion step:**

**ISSS receives notification** of faculty non-citizen hire in Workday.

An **integration** will send **new hire information to i-Terp** for visa processing, refreshed nightly.

An **integration** will generate a **UID**, provide **temporary SSN** if needed, and will send **activation code** to new hire personal email for directory ID process.