



J-1 PROCESS FLOWCHART: NEW HIRE (PAID)



START: Offer has been extended to accepted by Contingent Worker

Step 1:
Data Collection Form and International Hires Checklist

Collect from Contingent Worker or HR Analyst*:
CV, Degrees, Copy of Passport, and Personal and Contact Information required for hire.

Collect from Faculty Host:
Offer letter*, job description, title, and Export Control questionnaire answers.

Step 2:
Workday – Contingent Worker process by HR Analyst

HR Analyst will complete “**Contract Contingent Worker**” process and must enter new contingent worker information and upload documents.

***Note: UMCP Appointment Agreement** is still generated by the Faculty Contract system (outside of Workday). The Appointment Agreement is uploaded to Workday and in Workday it will be categorized as an “Offer” document.

Organizational Assignments: HR Analyst
Edit Passports and Visa: HR Analyst
Export Control Questionnaire: HR Analyst

Approvals
Export Control is first approval.
HR Partner
HR Division Partner

Contingent Worker Transaction reaches initial completion step:
ISSS receives notification of faculty non-citizen contingent worker in Workday.
An **integration** will send **new contingent worker information to i-Terp** for visa processing, refreshed nightly.
An **integration** will generate a **UID** and will send **activation code** to new contingent worker personal email for directory ID process.

Academic HR Analyst enters Academic Appointment
Routes to Academic Approvers: Provost Office Partner
ISSS holds Academic Appointment until EV arrival.

Step 3:
iTerp

Department complete e-forms and gives EV access to iTerp

EV completes scholar e-forms.

ISSS reviews request and issues DS-2019.
ISSS & Dept. meeting

Step 4:
DS-2019 is emailed & EV applies for visa.

EV watches **pre-arrival videos** on iTerp

EV attends virtual **Pre-Arrival Orientation**

Step 5a:
EV Arrival, Documents Check-in, & Orientation

EV completes **Documents Check** on iTerp.

ISSS approves Documents Check and approves **Academic Appointment**

EV attends **in-person Orientation.**

Step 5b:
Finalize Hire and Onboarding in Workday

HR Analyst updates Visa Employment Eligibility Information to enter last country of residence.
HR Analyst initiates Edit Passports and Visa task to update visa information.

HR Analyst enters Contingent Worker sponsor information.

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**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

H-1B: Post-Doctoral Associate, Professors, Lecturer, Researcher, etc.

J-1: Limited to Faculty Assistant, Post-Doctoral Associate, Visiting Scientist/Faculty 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 (H-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.