

Instructions for hiring hourly employees

(Student Hourly, Graduate Hourly, Academic Hourly, Extra Help Hourly)

1. Once you have selected an hourly employee that you would like to hire, you will need to enter their information into the JOYCE database. The link to JOYCE is at: <http://www.library.illinois.edu/staff/> under Library Tools. Once you are in JOYCE, there is a tab at the top titled Instructions. This gives step by step instructions on how to properly enter a new employee, add a job for an existing employee, or end a job for a current employee. Once you have entered all of the information necessary, you select OK. The transaction then travels to the Library Business Office for approval. Once the transaction has been approved by the Library Business Office, it is routed to Library Human Resources. If you do not know the correct account number for your department, please contact the Library Business Office. If you have any other questions regarding JOYCE, please contact Library Human Resources.
2. If you are hiring a student hourly employee, this is the last step you will need to complete. If you are hiring any other hourly employee, you will need to complete a job description. The link to all hourly job descriptions is located at: <http://www.library.illinois.edu/administration/human/forms/index.html> Once you have completed the proper job description, you can either upload the document in JOYCE before you select OK or you can e-mail it to Library Human Resources.
3. When Library Human Resources receives your JOYCE transaction, they will look to see if the person you wish to hire has worked for the University before. If they have not, Library Human Resources will then send them an e-mail, and copy you, to set up an appointment to process their new hire documents. **The new employee cannot begin working until they have completed all of their new hire requirements with Library Human Resources.** If the person has worked or is currently working for the University, then Library Human Resources will add their new job to Banner. Once Library Human Resources adds the job, you will receive an e-mail stating that your JOYCE transaction has been approved. This means that the individual can then begin working.