

Information for “New” Human Resources Process for Faculty

- Completed job forms and appointment/contract letters (signed by both dean and employee) must be submitted to UA HR through NextGen application by admin assistant (aka HR Coordinator).
 - Per note on NextGen page: "Job forms must have all required signatures in order to be processed. These forms will not be routed to your department approver or financial aid for authorization. Any forms missing the required signatures will be returned to you for correction."
- Job forms will not be able to processed at the “last minute.”
 - Message received by admin assistant after submitting paperwork through NextGen:
 - “Thank you for submitting your job forms to UA Human Resources. Our team of dedicated technicians will be reviewing job forms and entering them into Banner as quickly as we can. Please allow up to 5 business days for our team to finish the entry, longer during peak times such as the beginning of a semester.

Once our team finishes the data entry, you will receive an email notifying you that they are complete. Any forms that need to be returned to you will be sent back via email.”