

PEAEMPL

PEAEMPL shows employment information. Use this form to see if the person you are hiring is or has been an employee at USU.

General Employee Tab: See employee status, class, group, leave and benefits categories, part or full time status, home organization, and service dates. Termination and leave of absence information can be found on the right side of the form.

Employee PEAEMPL 9.1 (ZPPRD)

ID: A0123456789 Joe Navy **Click on this tab to see I-9 Information** Start Over

General Employee United States Regulatory Canadian Regulatory

EMPLOYEE **Job Info** Insert Delete Copy Filter

General Employee

Employee Status * Active

Employee Class * SN Staff Non-Exempt

Employee Group NON Non-Exempt

Leave Category * LC Non-Exempt

Benefit Category * BE

Benefit Eligible Faculty/Staff

Part or Full Time * Full Time

Status

Allow New Hire Benefits Enrollment

Home Department Organization info

COA * U Organization * DPPERS Human Resources

Check Distribution

COA * U Organization * DPPERS Human Resources

Service Dates

Current Hire * 08/03/2015 Seniority * 08/03/2015

Original Hire * 08/03/2015 First Work Date 08/03/2015

Adjusted Service * 08/03/2015 Last Work Date

Service Dates

When a person is not a current employee: If the Employee Class says “Active”, and the Part or Full Time Status says “Full Time”, and the Service Dates are today’s date, it means that this person has an A-number, but is not a current employee. In addition, at the bottom of the page you will see “Query caused no records to be retrieved.” Employees, current or terminated, will have complete job information as well as organization information showing.

ID: A0123456789 Carl Army

General Employee United States Reg

If the person has never been employed at USU you will see the message, “Query caused no records to be retrieved”

United States Regulatory Tab: See I-9 information here. This is useful when doing a rehire so you can see if a new I-9 is needed. I-9 codes are: Received=US Citizen; Temporary=Non-USU Citizen; Exempt=a person who works outside of the US or as a volunteer.

Employee PEAEMPL 9.1 (ZPPRD)

ID: A0123456789 Joe Navy

General Employee **United States Regulatory** Canadian Regulatory

UNITED STATES REGULATORY

FLSA

FLSA Indicator * (None) Work Period COMP ...

I-9 Information

Form Indicator Received Expiration Date

Date 07/28/2015

California Pension

Current Membership Status (None)

Social Security Name

First Last

Middle Suffix