



August 3, 2006

To: HR/PP Departmental Contacts
MSU-Bozeman

Fr: Max Thompson
Human Resources/Personnel & Payroll

Re: New Hire Procedures - Portal Accounts, E-mail Accounts and Computer

Access for **All** New Hires (excluding students) and Terminating employees

HR/PP has been collaborating with the Banner HR Team to develop new procedures for ensuring access to services such as the MSU computer network domain, MSU e-mail service and MyMSU portal for all new MSU employees.

We need your help to provide these services to new employees in a timely manner. A Banner record must be created for each new employee as quickly as possible so that the system will generate a "username" for the MSU computer network domain, MSU e-mail service and MyMSU portal. **Please do not assume that you know what this username will be, as it's now automatically generated by Banner.**

Effective Monday, May 8th, please follow the procedures outlined below for all of your department's new hires, excluding student employees.

- "All employees" includes the following categories: Classified, Fixed Term, Temp Hourly, Contract Professionals, Letters of Appointment, Professional Hourly, and Faculty, Graduate TAs, and Graduate RAs.
- Excluded student employee categories include the following: Student Temp Hourly, Work Study, and Student Labor. All MSU registered students will already have Portal access.

Procedures for New Hires

Once a verbal offer of employment has been offered and accepted, the hiring department will send an e-mail to this designated e-mail address: newhires@montana.edu along with the completed new hire form which can be found at: <http://www.montana.edu/wwwpn/NewEmployee.htm> (New Hire Form)

The information that will be required to create the Banner record is:

- new employee's full name
- departmental name and address
- departmental contact person and phone number.

Human
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19 Montana Hall
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Bozeman, MT 59717-2520

Tel (406) 994-3651
Fax (406) 994-5974
<http://www.montana.edu/pps>

HR/PP will telephone the departmental contact person listed on the e-mail to collect necessary additional information, such as a social security number and birth date, to create a Banner record for the new employee.

It is suggested that the SSN and birth date information be collected at the time the offer of employment is accepted. ***Please do not wait until the 20th of each month to complete this process!***

Please do not send an e-mail with Social Security Number and birth date. This would be a serious breach of security practices. HR/PP will collect this information from departments via phone.

More detailed employee information will be collected in the usual manner, when the employee arrives on campus, to complete the Banner employee record. The process for submission of PTFs and employment offer letters has not changed!

If the new employee needs a University e-mail account, please proceed to the ITC Computer Store website at: <http://www2.montana.edu/itcstore/exchange.htm> to fill out and submit the Exchange Account Setup Request Form. ITC will use the Banner generated username to set up this account. **Please be aware that ITC cannot setup the email address until the Procedures for New Hires in complete and the username is generated in Banner.**

Procedures for Terminating Employee

In order to protect the security of the MyMSU Portal and our Banner Administrative Software system, it is also critical that Banner access be turned off for employees leaving MSU (resigned; termination of employment), immediately upon completion of their last day of employment. Therefore, please also follow the procedures below for each of your terminating employees.

- Please send an e-mail to termchecklist@listserv.montana.edu and include the following information: Name, Department, Banner ID#, Date of Separation/Termination, and note if the employee is transferring to another department on campus. For privacy reasons, please do not include the employee's reason for leaving in the e-mail.
- Process a Personnel Transaction Form (PTF) showing the effective date of resignation/retirement. A copy of the employee's notice of resignation/retirement should be attached to the PTF and submitted to HR/PP.
- Please have the employee complete the employee responsibilities included in the separation and termination checklist, which can be found at: www.montana.edu/pps/Payroll/TerminationChecklist.pdf

Thank-you! Please don't hesitate to contact me, salt@montana.edu, or Max Thompson, maxt@montana.edu

C: Max Thompson
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