



Instructions for Submitting Personnel Change Notifications

NEW HIRES/REHIRES

Completed personnel hire forms need to be completed and submitted to hr@co.champaign.il.us ***no less than 7 days before*** the individual starts work to allow sufficient time for payroll changes, I.T. set up, and other administrative support activities.

1. Complete the New Hire Form.
 - a. If it is located on the County Intranet, open the Forms & Toolkits page, go to the Supervisor Toolkit section, open the section titled “Documenting Changes in Personnel,”
 - b. Save the appropriate form (Hire, Term, or Other) to your PC. Rename the file to include the employee’s name, action, and date. Example: “Smith, Joe hire 12-31-2020”.
 - c. Complete all sections of the form **except** for the section titled Payroll Authorization. (Yes, we need the employee’s middle initial. It’s part of their network ID.)
 - i. If there is information that you need to communicate that is not prompted by the form, use the notes box at the end of the form.
 - d. Save the PDF. Attach the PDF to an email and send to hr@co.champaign.il.us.
 - e. Once processed, the completed new hire authorization form will be forwarded to you, I.T., and Administrative Services staff for additional processing.

NEW HIRE ORIENTATION: Once the new hire form has been received and processed, Suzanne Brock, HR Generalist, will reach out to you with the date and time of the new hire orientation session the new employee must attend. As the deadline to provide identification and submit hiring documentation is 3 days from date of hire, it is imperative the new hire knows what to bring to the orientation.

- Two unexpired acceptable forms of identification, and a voided check, or a document from their bank that shows their routing and account numbers. Banking information can also often be found on their banking app on their phone.
- Please have them park in the front of Brookens in the Washington Street parking lot and come in through the front door of the Administrative Services Division. They should check in at the front counter with Lis.

TRANSFERS/PROMOTIONS/DEMOTIONS/RETIREMENTS/TERMINATIONS

1. Complete the Personnel Information Form and email it to hr@co.champaign.il.us.
 - If it’s an unexpected departure and network access needs to be changed immediately, please note that in the email subject line.
 - Otherwise, the changes will be processed to ensure there is no interruption in the employees work while they remain employed.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-645, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>	
<p>Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document. 	