

PAC Template-Based Hire Templates – View Only for Training Support

Admin Template – all campuses

Rehire templates not shown. Fields that default in rehire templates can be found in the training module.

Smart HR Transactions

[Go to Bottom of page](#)

Template Based Hire/Rehire

Enter/Review the employee information.

*Job Eff Date (Hire Date): 03/06/2023 

Personal / Job Data

Labor Accounting

Employee Information

Social Security No.

Social Security No.

Primary Name - English

*Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Home Address (Perm)

*Address Type

Home

*Country

USA



*Address Line 1

Address Line 2

Address Line 3

*City

State



Postal Code

PAC Template-Based Hire Templates – View Only for Training Support

Mailing Address (Curr)

Address Type	Mailing	Country	USA
Address Line 1			
Address Line 2			
Address Line 3			
City		State	
Postal Code			

Office Address

*Address Type	CU Office	*Country	USA
*Addr Line 1 (Rm & Bldg)			
Address Line 2			
Addr Line 3 (Mail Code)			
City		State	
Postal Code			

Check Address

*Check Sequence Code	
Address Line 1	
Address Line 2	
Address Line 3	Number

PAC Template-Based Hire Templates – View Only for Training Support

Home/Preferred Phone

Phone Type	Home	Telephone	
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Mobile Phone

Phone Type	Mobile	Telephone	
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CU Office Phone

Phone Type	CU Office	Telephone	
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Person Gender

*Gender	
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Birth Information

*Date of Birth	
----------------	--

Person Marital Status

*Marital Status	(Invalid Value)	Marital Status Date	
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PAC Template-Based Hire Templates – View Only for Training Support

Citizenship Status

*US Citizen?	<input type="text"/>
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Visa

Visa Type	<input type="text"/>	Perm Res Reg No.	<input type="text"/>
Expiration Date	<input type="text"/>		

Ethnicity/Race

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian/Alaska Native
<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White

Person Education Level

*Highest Education Level	<input type="text" value="A-Not Indicated"/>
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Education - 01 - Highest Degree

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

Education - 02 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Education - 03 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

Education - 04 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

Tenure Data

*Tenure Status	<input type="text"/>	Tenure Eff Date (Req'd for 1 or 2 Only)	<input type="text"/>
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Complete University Title

Complete University Title	<input type="text"/>
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Position Information

*Position Number	<input type="text"/>	<input type="checkbox"/> Override Position Data	
Position Title	<input type="text"/>	Work Location	<input type="text"/>
Position Dept No.	<input type="text"/>	*Admin Dept No.	<input type="text"/>
Position Dept Name	<input type="text"/>	Admin Dept Name	<input type="text"/>
*Full/Part Time	<input type="text"/>		
*Job Code	<input type="text"/>		
Salary Grade	<input type="text"/>	Standard Hours	<input type="text"/>

Salary Information

Period Salary	<input type="text"/>	Appointment End Date	<input type="text"/>
Full Base Salary	<input type="text"/>		

Job Compensation - Pay Components

*Salary Type	<input type="text"/>	Compensation Rate (Annual or Hourly Rt)	<input type="text"/>
Compensation Frequency	<input type="text"/>		

Validation of I-9



<input type="checkbox"/> Completion of I-9 Validation

Affirmative Action

AA Clearance	<input type="text"/>		
Effective Date	<input type="text"/>	Expiration Date	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Attachments

						1-1 of 1	View All	
Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View			
1		<input type="text" value=""/>		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	

Comments

Comments

Return to Enter Transaction Details Page

PAC Template-Based Hire Templates – View Only for Training Support

CUIMC Clinical Template

[New Window](#) | [Personalize Page](#)

Smart HR Transactions

Template Based Hire/Rehire

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Enter/Review the employee information.

*Job Eff Date (Hire Date): 09/01/2023 

Personal / Job Data

Labor Accounting

Employee Information

Social Security No.

Social Security No.

Primary Name - English

*Name Prefix

*First Name


Middle Name

*Last Name

Name Suffix

Home Address (Perm)

*Address Type

*Country 

*Address Line 1

Address Line 2

Address Line 3

*City

State 

Postal Code

PAC Template-Based Hire Templates – View Only for Training Support

Mailing Address (Curr)

Address Type	Mailing	Country	USA
Address Line 1			
Address Line 2			
Address Line 3			
City		State	
Postal Code			

Office Address

*Address Type	CU Office	*Country	USA
*Addr Line 1 (Rm & Bldg)			
Address Line 2			
Addr Line 3 (Mail Code)			
City		State	
Postal Code			

Check Address

*Check Sequence Code	
Address Line 1	
Address Line 2	
Address Line 3	Number

PAC Template-Based Hire Templates – View Only for Training Support

Home/Preferred Phone

Phone Type	Home	Telephone	<input type="text"/>
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Mobile Phone

Phone Type	Mobile	Telephone	<input type="text"/>
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CU Office Phone

Phone Type	CU Office	Telephone	<input type="text"/>
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Person Gender

*Gender	<input type="text"/>
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Birth Information

*Date of Birth	<input type="text"/>
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Person Marital Status

*Marital Status	(Invalid Value)	Marital Status Date	<input type="text"/>
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Citizenship Status

*US Citizen?	<input type="text"/>
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PAC Template-Based Hire Templates – View Only for Training Support

Visa

Visa Type	<input type="text"/>	Perm Res Reg No.	<input type="text"/>
Expiration Date	<input type="text"/>		

Ethnicity/Race

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian/Alaska Native
<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White

Person Education Level

*Highest Education Level	<input type="text" value="A-Not Indicated"/>
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Education - 01 - Highest Degree

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

Education - 02 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>

Postdoctoral - 01

Training Type	<input type="text"/>	School Code	<input type="text"/>
Start Date	<input type="text"/>	School Name	<input type="text"/>
End Date	<input type="text"/>	Program Code	<input type="text"/>
		Program Description	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Postdoctoral - 02

Training Type	<input type="text"/>	School Code	<input type="text"/>
Start Date	<input type="text"/>	School Name	<input type="text"/>
End Date	<input type="text"/>	Program Code	<input type="text"/>
		Program Description	<input type="text"/>

Tenure Data

*Tenure Status	<input type="text"/>	Tenure Eff Date (Req'd for 1 or 2 Only)	<input type="text"/>
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Complete University Title

Complete University Title	<input type="text"/>
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Position Information

*Position Number	<input type="text"/>	<input type="checkbox"/> Override Position Data	
Position Title	<input type="text"/>	Work Location	<input type="text"/>
Position Dept No.	<input type="text"/>	*Admin Dept No.	<input type="text"/>
Position Dept Name	<input type="text"/>	Admin Dept Name	<input type="text"/>
*Full/Part Time	<input type="text"/>		
*Job Code	<input type="text"/>		
Salary Grade	<input type="text"/>	Standard Hours	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Interdisciplinary Department - 01

Effective Date	<input type="text"/>	Department No.	<input type="text"/>
		Department Name	<input type="text"/>

Interdisciplinary Department - 02

Effective Date	<input type="text"/>	Department No.	<input type="text"/>
		Department Name	<input type="text"/>

Salary Information

Period Salary	<input type="text"/>	Appointment End Date	<input type="text"/>
Full Base Salary	<input type="text"/>		

Job Compensation - Pay Components

*Salary Type	<input type="text"/>	Compensation Rate (Annual or Hourly Rt)	<input type="text"/>
Compensation Frequency	<input type="text"/>		

Participation

Practice Plan Participation	<input type="text"/>
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Voting Privileges

<input type="checkbox"/> Faculty Council Voting Privil.			
Effective Date	<input type="text"/>	Voting Department	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Appointment

Non Renewal Eff Dt

Reciprocal Appointments - Cornell

*Home Institution

Hospital Affiliation - 01

Appointment Type

Affiliated Hospital

Description

Hospital Hire Date

Hospital Appt End Dt

Service Code

Description

Hospital Title

Description

Position Effective Dt

☐ Admitting Privileges

☐ Visiting Fellow Rotator

Cornell Univ Title

Description

Hospital Affiliation - 02

Appointment Type

Affiliated Hospital

Description

Hospital Hire Date

Hospital Appt End Dt

Service Code

Description

Hospital Title

Description

Position Effective Dt

☐ Admitting Privileges

☐ Visiting Fellow Rotator

Cornell Univ Title

Description

PAC Template-Based Hire Templates – View Only for Training Support

Hospital Affiliation - 03

Appointment Type	<input type="text"/>		
Affiliated Hospital	<input type="text"/>	Description	<input type="text"/>
Hospital Hire Date	<input type="text"/>	Hospital Appt End Dt	<input type="text"/>
Service Code	<input type="text"/>	Description	<input type="text"/>
Hospital Title	<input type="text"/>	Description	<input type="text"/>
Position Effective Dt	<input type="text"/>		
<input type="checkbox"/> Admitting Privileges		<input type="checkbox"/> Visiting Fellow Rotator	
Cornell Univ Title	<input type="text"/>	Description	<input type="text"/>






Validation of I-9

<input type="checkbox"/> Completion of I-9 Validation

Affirmative Action

AA Clearance	<input type="text"/>		
Effective Date	<input type="text"/>	Expiration Date	<input type="text"/>

Attachments

						1-1 of 1			
Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View				
1		<input type="text"/>		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input type="button" value="+"/>	<input type="button" value="-"/>		

Comments

Comments	<input type="text"/>
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[Return to Enter Transaction Details Page](#)

<input type="button" value="Save and Submit"/>	<input type="button" value="Save for Later"/>	<input type="button" value="Quit Without Saving"/>
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<input type="button" value="Print"/>	<input type="button" value="Go to Top of page"/>
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PAC Template-Based Hire Templates – View Only for Training Support

Non-CUIMC Academic Template

Smart HR Transactions

Template Based Hire/Rehire

[Go to Bottom of page](#)

Enter/Review the employee information.

*Job Eff Date (Hire Date): 09/01/2023 

Personal / Job Data

Labor Accounting

Employee Information

Social Security No.

Social Security No.

Primary Name - English

*Name Prefix

*First Name

Middle Name

*Last Name

Name Suffix

Home Address (Perm)

*Address Type

Home

*Country

USA



*Address Line 1

Address Line 2

Address Line 3

*City

State



Postal Code

PAC Template-Based Hire Templates – View Only for Training Support

Mailing Address (Curr)

Address Type	Mailing	*Country	USA
Address Line 1			
Address Line 2			
Address Line 3			
City		State	
Postal Code			

Office Address

*Address Type	CU Office	*Country	USA
*Addr Line 1 (Rm & Bldg)			
Address Line 2			
Addr Line 3 (Mail Code)			
City		State	
Postal Code			

Check Address

*Check Sequence Code	
Address Line 1	
Address Line 2	
Address Line 3	Number

PAC Template-Based Hire Templates – View Only for Training Support

Home/Preferred Phone

Phone Type	Home	Telephone	<input type="text"/>
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Mobile Phone

Phone Type	Mobile	Telephone	<input type="text"/>
------------	--------	-----------	----------------------

CU Office Phone

Phone Type	CU Office	Telephone	<input type="text"/>
------------	-----------	-----------	----------------------

Person Gender

*Gender	<input type="text"/>
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Birth Information

*Date of Birth	<input type="text"/>
----------------	----------------------

Person Marital Status

*Marital Status	(Invalid Value)	Marital Status Date	<input type="text"/>
-----------------	-----------------	---------------------	----------------------

Citizenship Status

*US Citizen?	<input type="text"/>
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PAC Template-Based Hire Templates – View Only for Training Support

Visa

Visa Type	<input type="text"/>	Perm Res Reg No.	<input type="text"/>
Expiration Date	<input type="text"/>		

Ethnicity/Race

<input type="checkbox"/> Hispanic or Latino	<input type="checkbox"/> American Indian/Alaska Native
<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian/Pacific Islander	<input type="checkbox"/> White
<input type="checkbox"/> Not Disclosed	

Person Education Level

*Highest Education Level	<input type="text" value="A-Not Indicated"/>
--------------------------	--

Education - 01 - Highest Degree

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>

Education - 02 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>

PAC Template-Based Hire Templates – View Only for Training Support

Education - 03 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>

Education - 04 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>

Education - 05 - Accomplishment

Degree	<input type="text"/>	School Code	<input type="text"/>
Date Received	<input type="text"/>	School Name	<input type="text"/>
State	<input type="text"/>	Country	<input type="text"/>

Tenure Data

*Tenure Status	<input type="text"/>	Tenure Eff Date (Req'd for 1 or 2 Only)	<input type="text"/>
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Complete University Title

Complete University Title	<input type="text"/>
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PAC Template-Based Hire Templates – View Only for Training Support

Position Information

*Position Number	<input type="text"/>	<input type="checkbox"/> Override Position Data
Position Title	<input type="text"/>	Work Location <input type="text"/>
Position Dept No.	<input type="text"/>	*Admin Dept No. <input type="text"/>
Position Dept Name	<input type="text"/>	Admin Dept Name <input type="text"/>
*Full/Part Time	<input type="text" value="Full-Time"/>	*Job Code <input type="text"/>
Salary Grade	<input type="text"/>	Standard Hours <input type="text"/>

Interdisciplinary Department - 01

Effective Date	<input type="text"/>	Department No. <input type="text"/>
		Department Name <input type="text"/>

Salary Information

Period Salary	<input type="text"/>	Appointment End Date <input type="text"/>
Full Base Salary	<input type="text"/>	

Job Compensation - Pay Components

*Salary Type	<input type="text"/>	Compensation Rate (Annual or Hourly Rt) <input type="text"/>
Compensation Frequency	<input type="text"/>	

Validation of I-9

<input type="checkbox"/> Completion of I-9 Validation

PAC Template-Based Hire Templates – View Only for Training Support

Affirmative Action

AA Clearance

Effective Date

Expiration Date

Attachments

						1-1 of 1 		  View All	
Seq	Attached File	Attachment Type	Attachment Date Time	Upload	View				
1		<input type="text"/>		<input type="button" value="Upload"/>	<input type="button" value="View"/>	<input data-bbox="1226 562 1258 592" type="button" value="+"/>	<input data-bbox="1279 562 1312 592" type="button" value="-"/>		

Comments

Comments

[Return to Enter Transaction Details Page](#)