

## **Email and KU ID Card Access Prior to Appointment to Payroll (i.e. the "Friend" Process)**

A process has been established for newly hired faculty and staff to provide access to email and a KU ID card prior to finalizing payroll appointments. The process is called the "Friend" process since that label is used in the HR/Payroll system to identify new hires until their payroll appointment is finalized. The following steps describe the "Friend" process.

1. Offer letter is created by HR/EO for university support staff (USS) and unclassified professional staff (UPS), Provost's Office for Faculty and Academic Staff.
2. Accepted/Signed offer letter is returned to the creating department (HR/EO or Provost).
3. Creating department sends to Payroll Office (HR/EO takes original, Provost's Office faxes)
  - ✓ The offer letter generated by HR/EO is used as a substitution for the Payroll Form for appointing into Job Data. Payroll will still need supporting documents if applicable, and a Payroll Form will be needed if funding is to be changed from what is the HR/Pay system.
  - ✓ Faculty and Academic Staff will require a Payroll Form to appoint to pay.
4. Payroll enters the individual's information into the HR/Payroll database using the Name, Social Security number, address, start date and employee class from the offer letter and then checks a box that indicates "Friend". For those with HRSA access this is shown under the Relations to Institution panel.

### **Email Process**

- a) Monday through Friday an evening job runs that provides a listing of new friends for Information Technology (IT) staff.
- b) IT staff set up the process for the Friend to receive an email account using the Employee ID and an assigned password (in place of the date of birth). An instructional letter with the Employee ID and password is sent to the Friend using the address provided on the offer letter by IT.
- c) The Friend must follow the instructions on the letter to set up their account via website ([www.aims.ku.edu/services.shtml](http://www.aims.ku.edu/services.shtml)). The Friend will use the password provided by IT instead of his/her birth date as we do not have a birth date at the time of offer. If the Friend does not have the letter, he/she may call Account Management 864-0439 or email ([accountmanagement@ku.edu](mailto:accountmanagement@ku.edu)) to have the password reset or to add his/her date of birth into the system.

### **KU Card**

- a) Monday through Friday an interface job runs that assigns an ID value that is then used to interface with KU Card system.
- b) The KU Card system is updated twice a day once this value has been assigned.
- c) Faculty – once their data have interfaced to the KU Card system, the faculty may go to the KU Card to have their card created. (<http://www.kucard.ku.edu/>)
- d) Staff – once their data have interfaced to the KU Card System and it is their first day or later of employment, they may go to the KU Card to have their card created. (<http://www.kucard.ku.edu/>)

### **Additional Information**

- An employee without a social security number issued by the Social Security Office is not able to receive a KU Card until the Payroll Office has received and entered this number into the HR/Payroll system and the data has been interfaced.
- If an offer letter is not returned in advance of the employee being hired into the HR/Payroll system, the Friend process is not used.
- Affiliates and Student employees are not included in the Friend process.