

Instructions for Submitting your Personal Information

1. Please go to <https://utah.peopleadmin.com/login> and login to the Applicant Portal with your user credentials.



🏠 Home
🔍 Search Jobs
Job Alerts
➔ Log In /Create Account
? Help

Log in to your account

*Required fields are indicated with an asterisk **

* Username

* Password

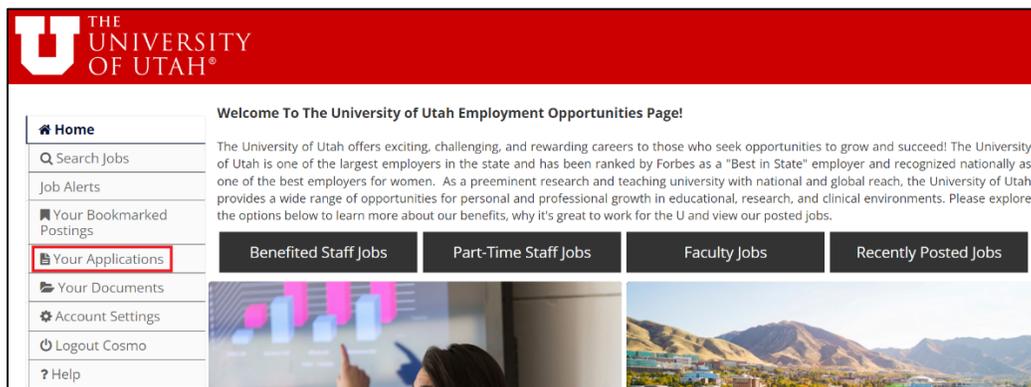
[Forgot your username or password?](#)

Log In

[Current Employee Log In](#)

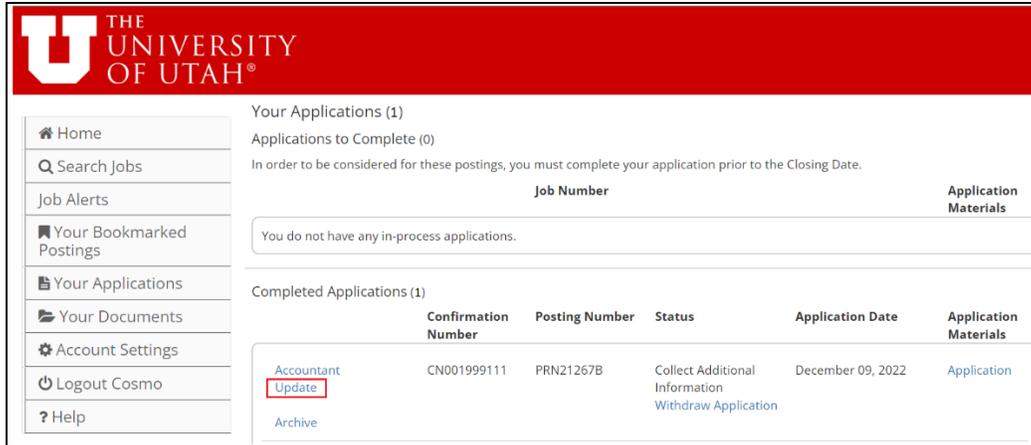
[Or Create an Account](#)

2. From your Applicant Homepage, select **Your Applications**.



The screenshot shows the University of Utah Applicant Portal homepage. The header features the university logo and name. Below the header is a navigation menu with options: Home, Search Jobs, Job Alerts, Your Bookmarked Postings, **Your Applications** (highlighted with a red box), Your Documents, Account Settings, Logout Cosmo, and Help. The main content area includes a welcome message, a paragraph of text about the university's career opportunities, and four buttons: **Benefited Staff Jobs**, **Part-Time Staff Jobs**, **Faculty Jobs**, and **Recently Posted Jobs**. Below the buttons are two images: one showing a person pointing at a screen with a bar chart, and another showing a scenic view of a mountain range.

3. From the **Your Applications** page, select **Update** for the application that displays **Collect Additional Information** under the **Status** column.



THE UNIVERSITY OF UTAH®

Home | Search Jobs | Job Alerts | Your Bookmarked Postings | Your Applications | Your Documents | Account Settings | Logout Cosmo | Help

Your Applications (1)
Applications to Complete (0)
In order to be considered for these postings, you must complete your application prior to the Closing Date.

Job Number	Application Materials
You do not have any in-process applications.	

Completed Applications (1)

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Accountant Update	CN001999111	PRN21267B	Collect Additional Information Withdraw Application	December 09, 2022	Application
Archive					

- You will be asked to certify that you are making changes to your application. You will need to click **Yes, update this Application** to proceed:



Would you like to make changes to your application? Updates will be saved after you certify your application and select submit.

Yes, update this Application | Cancel

- You will now be asked to provide certain pieces of personal information (Citizenship Status, Social Security Number, Date Of Birth, etc.). Applicants must provide information marked as required in order to proceed. This information is used to set up your hire and for tax purposes.

NOTE: Some applicants may not have Social Security Numbers at the time they are providing this information on their application. If you do not have a Social Security Number at the time of submitting this information, please enter "N/A" in the Social Security Number field.

Once all the required information has been provided, select **Save & Continue** at the bottom of the screen.

Application for Accountant: New Hire Information

Save changes

Save & Continue

Check Information

New Hire Information

Go

Required fields are indicated with an asterisk (*).

New Hire Information

*** Citizenship Status**

Citizen

This field may be used for federal reporting and compliance, equity and diversity initiatives, and/or aggregated for internal review.

1. Permanent Resident is an individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant.

2. Alien Authorized to Work is an individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States.

3. Noncitizen National of the United States is an individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Click "here" for more detailed information.

*** Social Security Number**

999-12-3456

If you don't have a U.S. Social Security Number, please enter N/A. This is required for the Certiphi Background Check and for internal U of U HR hiring process and will only be shared with Certiphi Inc.

*** Date Of Birth**

01/01/1980

*** Gender**

Male

*** Hispanic/Latino**

No

*** Race**

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Marital Status

Single

This field may be used for federal reporting and compliance, equity and diversity initiatives, and/or aggregated for internal review

Emergency Contact Information

* Emergency Contact First Name

Jane

* Emergency Contact Last Name

Doe

* Emergency Contact Address 1

123 Test St.

Emergency Contact Address 2

* Emergency Contact City

Salt Lake City

* Emergency Contact State

UT

* Emergency Contact Zip Code

84101

* Emergency Contact Country

USA

Same Address as Employee

No

* Emergency Contact Phone Number

555-123-4567

Same Phone as Employee

No

* Emergency Contact Relationship Type

Other

Save changes

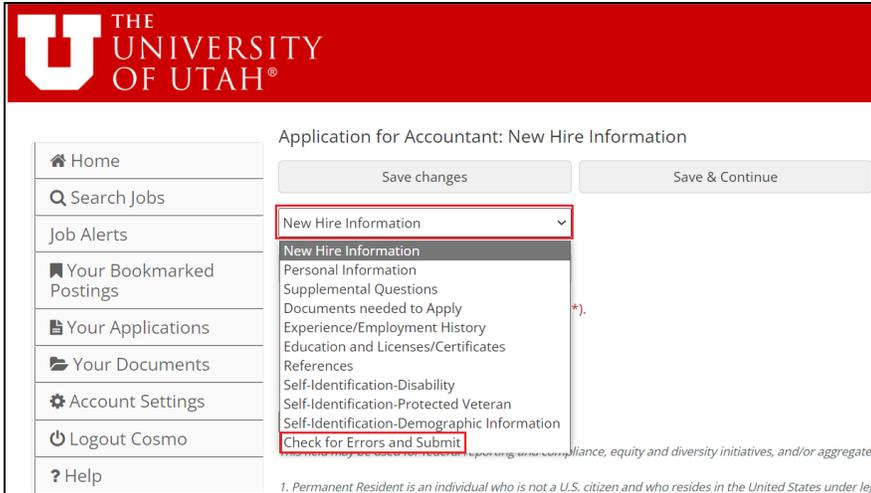
Save & Continue

Check Information

New Hire Information

Go

- You will now review—but not edit—all of the information you provided during your initial application by clicking on **Save & Continue** on each page until you are brought to a page where you will be asked to **Certify and Submit** your information. If you do not want to review all of the information you provided during your initial application, you can navigate directly to **Check for Errors and Submit** on the drop down menu and then click **Go**.



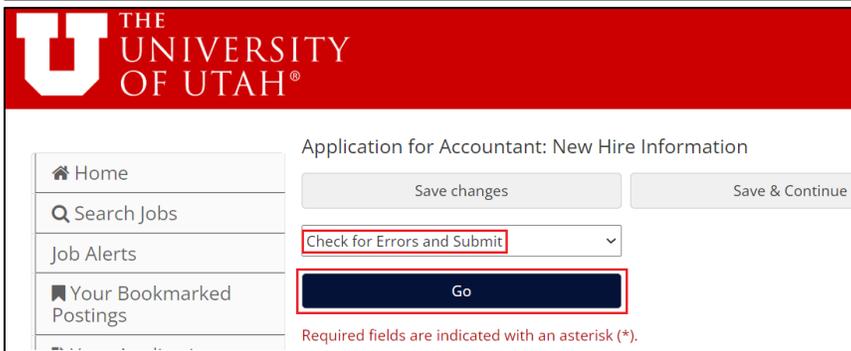
Application for Accountant: New Hire Information

Save changes Save & Continue

New Hire Information

- New Hire Information
- Personal Information
- Supplemental Questions
- Documents needed to Apply (*)
- Experience/Employment History
- Education and Licenses/Certificates
- References
- Self-Identification-Disability
- Self-Identification-Protected Veteran
- Self-Identification-Demographic Information
- Check for Errors and Submit

1. Permanent Resident is an individual who is not a U.S. citizen and who resides in the United States under leg...



Application for Accountant: New Hire Information

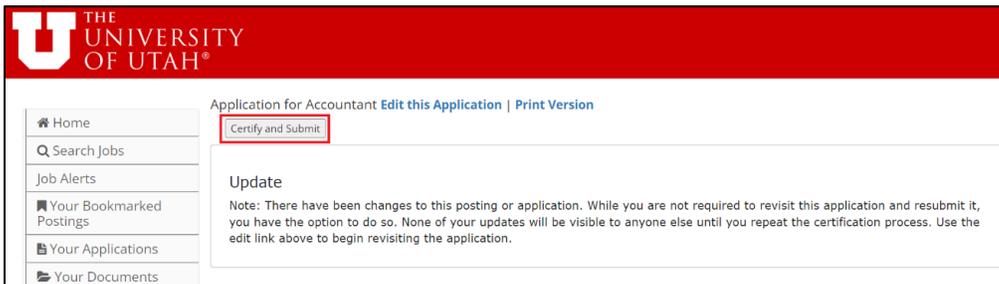
Save changes Save & Continue

Check for Errors and Submit

Go

Required fields are indicated with an asterisk (*).

7. Click **Certify and Submit**. You will then need check the check box verifying you have read and agree to the statements, type your initials into the blank box, and click **Submit this Application**.



Application for Accountant [Edit this Application](#) | [Print Version](#)

Certify and Submit

Update

Note: There have been changes to this posting or application. While you are not required to revisit this application and resubmit it, you have the option to do so. None of your updates will be visible to anyone else until you repeat the certification process. Use the edit link above to begin revisiting the application.

Certify and submit your Application for Accountant

Certification

I hereby authorize the University of Utah to use the services of a Consumer Reporting Agency to perform a background check when processing my application for employment. I understand that the Consumer Reporting Agency will verify my social security number and conduct a criminal background check, and may conduct additional checks on my employment, education, professional licensing, reference, motor vehicle, and/or credit history.

I understand that I have the right to review and respond to any information obtained by the University of Utah pursuant to this release. I understand that I must make a written request to review and/or respond to this information. I hereby release the University of Utah and all persons, organizations, or government agencies from any damages resulting from furnishing the information described above. I verify that the information I have provided is complete and true. I understand that any omission or misstatement may result in termination or withdrawal of a conditional offer of employment.

I certify that I have read and agree with these statements.

Please enter your initials to verify your identity. Note: After submitting your application, only limited changes can be made with assistance from University HR. Please review your application before submitting.

[Submit this Application](#) or [Return to Application](#)

8. Within an hour of submitting your personal information, your application will read **Additional Information Received** on the **Your Applications** page under the **Status** column. If it does not show as **Additional Information Received** after 24 hours, please contact your department or HR representative.

Adjunct Instructor	CN001999176	PRN02297F	Additional Information received	January 17, 2023	Application
Archive			Withdraw Application		