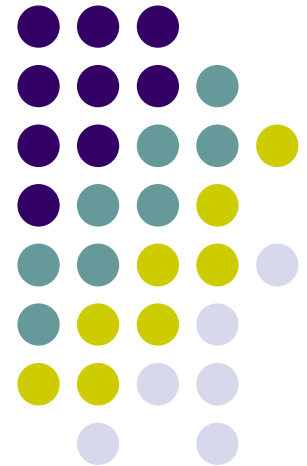


New Hire Process

Presented by Human Resources

Monday, November 12th 2018



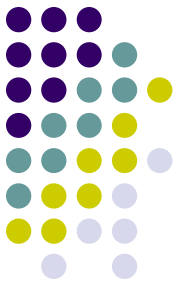


Student Employment Authorization Form

Student are NOT permitted to work until all documents are received by Human Resources.

STUDENT SECTION:	
Student Name: _____	
Student Social Security Number: _____	CCS I.D. # _____
<ul style="list-style-type: none"> I have discussed the position and hours with the department supervisor and I feel I am capable of meeting these requirements I understand that I am not able to being work until my work documents are on file in the CCS Payroll/HR Office I understand that this is a paying job and I must perform the duties assigned 	
_____	_____
Student Signature	Date
DEPARTMENT SECTION:	
Hiring Department: _____ Supervisor: _____	
Position Title: _____ Pay Rate: _____	
Hours per Wk: _____ Start Date: _____ End Date: _____	
New Hire <input type="checkbox"/> Rehire <input type="checkbox"/>	
<ul style="list-style-type: none"> I have discussed the position and hours with the student and feel he/she is capable of meeting these requirements I have informed the student they must complete the work forms <u>PRIOR</u> to their start date 	
_____	_____
Supervisor Signature	Date
FINANCIAL AID SECTION:	
_____ FWS (206) _____ MWS (205) _____ CCSWS (204)	
_____	_____
Coordinator Signature	Date
HUMAN RESOURCES SECTION:	
_____ Human Resource Forms Complete	
_____	_____
Human Resource Signature	Date

Submit Completed Form to the Financial Aid Office



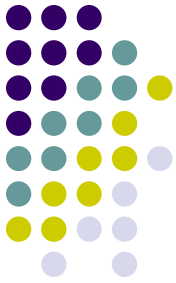
Work Study

- Student Employment Authorization to Hire Form
 - Student completes first section
 - Department completes second section
 - Student takes completed form to Financial Aid
 - Financial Aid reviews & sends to HR
 - Student completes Employment paperwork with HR if necessary.
 - HR signs off on form and distributes back to Department & Financial Aid

Student cannot begin working until Dept. receives form back from HR

POSITION REQUEST FORM

**for positions already approved through budget process or otherwise budgeted
please complete the form in it's entirety & attach job description



Requested by: _____
Position Title: _____
Department: _____
Budget Center: _____
Reports to: _____

(check one)

- New Position
- Existing Position
- Special Assignment

Type (check one):

- Full Time Exempt
- Full Time Non Exempt
- Part Time (less than 28 hours / week)
- Temporary (less than 28 hours / week & less than 6 months) ___ Number of Positions
- Teaching Assistant Semester _____

Schedule:

- 12 month
- 10 Month
- 10 Month FT / 2 Month Half time
- 9 Month

Intended number of hours per week: _____
Intended start date: _____
Intended end date: _____
Intended rate of pay: _____

Comments/Reason:

HR use: FT Benefits 403b PTO

Approvals:

_____ Department Director / Chair
_____ Division VP**
_____ Business Services
_____ Human Resources
_____ VP of Admin & Finance**

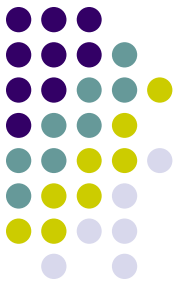
***if temporary, not applicable*



Regular Full Time and Part Time

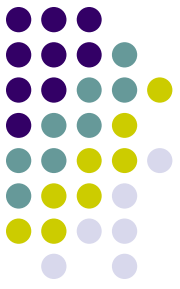
- Department completes Position Request Form
- Once Position Request form is received by HR, HR will contact department regarding posting of the position and timelines
- Once Position is posted, HR will forward resumes to Hiring Manager for review.
- Interviews
- Hiring Manager contacts HR with top candidate(s)
- HR starts Hiring Process
 - Contacts top candidates with application and background check forms & processes
 - Once background check and references are completed, HR reviews and extends offer to candidate
 - If accepted, HR schedules orientation / first day. (usually, 2-3 weeks from accepted offer)

New employee starts working 😊



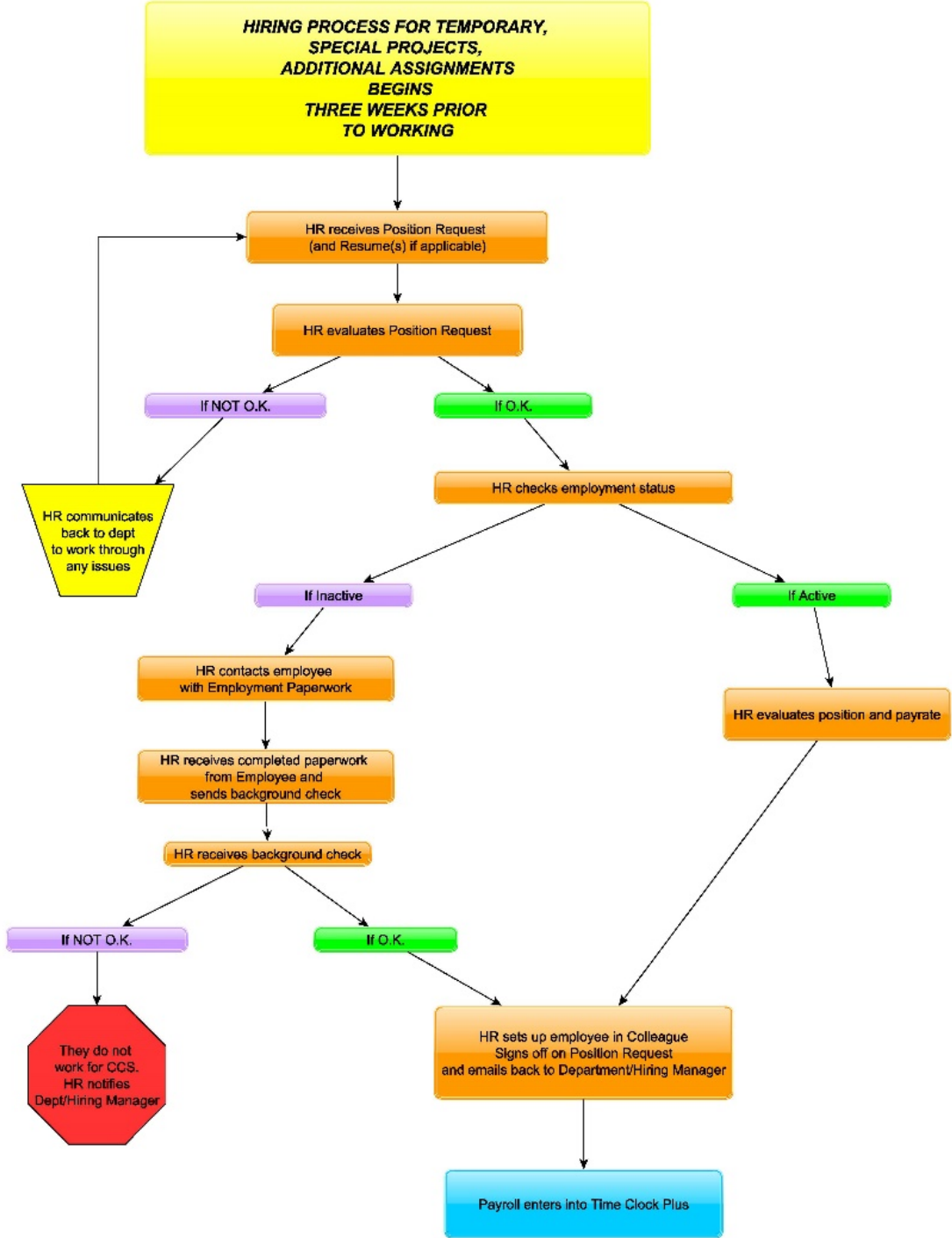
What are temporary employees?

- Intended to work less than 6 months
- Weekly hours do not exceed 28
- Department does not have a continuous need for the position
- Needs to be paid hourly, time gets recorded in TimeClock Plus



Special Assignments / Additional Positions

- Examples:
 - Sponsored Projects
 - Workshops
 - One / two day events
- Usually these are already current employees
- Cannot be paid with a stipend, needs to be paid hourly with hours recorded in TimeClock Plus





Take-Aways:

- Do not have an employee work without going through the process
- HR needs at least 2 weeks for processing
- Employees must be paid through payroll- No Gift Cards!
- Temporary & part time employees need to be paid hourly – not with a stipend.
- All hours should be recorded & approved in TimeClock Plus
- If you have questions, call HR!



**KEEP
CALM
CALL
HUMAN
RESOURCES**

