



## NEW HIRE PROCESS STEPS FOR REGULAR CLASSIFIED STAFF

1. Department completes a [Hiring Form](#) and reviews "[Tips for Hiring New Employees.](#)"
2. Department completes a [Request for Budget Change \(RBC\)](#) if required.
3. Department requests a benefits packet and registers him or her for new employee orientation by calling 621-3662.
4. Employee completes a [New Employee Packet](#) as soon as possible.
5. Department reviews and carefully follows [I-9 form instructions](#).
6. Department completes the supervisor/departmental portion of the I-9 with the employee present or obtains notarized I-9 documentation from the employee.
7. Department makes copies of the I-9 identification documents provided by the employee and attaches to I-9 form. (Note: Departments must let employees choose the documents to be used from the list provided on the I-9 form).
8. Department reviews new hire packet to ensure that employee has signed the employee information form, notification of policies and the benefits/retirement agreement form.
9. Department attaches a copy of the employee's application or resume to the hiring form.
10. Employees in Extended Temporary Employment positions sign an [ETE letter of agreement](#).
11. Department drafts a letter of justification for pay rates over the max of the hiring range and attaches the letter to the hiring form. Note: letters of justification should be reviewed and approved by Human Resources prior to any offer of employment.
12. Department obtains the appropriate director/dean/department signatures on hiring documents.\*
13. Department forwards completed documents to Human Resources for review and processing.
14. Human Resources reviews documents and contacts department for any additional information and forwards hiring documents to Systems Control within 48 hours. (Note: requests for additional information, incomplete or missing documents may delay processing).

15. Systems Control reviews budget information, the I-9 form and supporting documentation and enters required information into the Personnel Services Operating Systems (PSOS).
16. An Employee Identification Number (EID) is generated and forwarded to the employee through their hiring department.
17. Employees retain the EID card and/or memorize the number for Benefits enrollment and other services and programs. The EID will also appear on the employee's PAF and paycheck or pay advice.
18. Department completes a [Department New Hire Checklist](#).

*\*If university budget or hiring restrictions are in effect, procedures may be altered to reflect additional authorization and approval requirements.*