

Checklist
Temporary Employment
Outside the Hiring Exemption Process

1. _____ Prepare a description of the position and obtain approvals as required by department or school.
2. _____ Contact Human Resources. Advertising through HR or other means may be used if needed.
3. _____ Prepare standard agreement.
 - a. If necessary contract General Counsel's Office for assistance
4. _____ Obtain signatures.
5. _____ Complete and forward EAF through approval process. Attach a copy of the signed agreement to the approval email.
6. _____ Human resources will then email the employee the new hire packet to the administrator to arrange the completion of the required hiring paperwork, including the I-9 with the new employee.
7. _____ HR will set up the employee in Oracle/HR system up to 60 days before the start date. Please allow 3-5 days after HR has access to the completed I-9 and hiring paperwork for the Net ID to be generated.
8. _____ Depending on the position, hires may be required to successfully complete a drug screening, background check and/or immunizations if required for that position.