

Department Decides to Fill a Position by Recruitment, Direct Appointment or Rehire; OR Change a Position's Funding Source, Pay Rate or FTE

New Hires

-Authorization to Fill Form
-Position Description

Authorization to Fill form is routed through following departments for approval:

Division Chair / Supervisor
Dean (Faculty) / Director
Provost / Vice President
Budget Director
Human Resources
President

Rehired Employees

-Position Description (Review by HR)

Direct Appointments

-Letter explaining necessity of position
-Position Description (Review by HR)
-VP & President Approval

Change of Funding Source, Pay Rate or FTE

Authorized to Fill

Recruitment Process is performed and supervisor selects candidate to hire. (If salary to be offered is beyond what was submitted with Authorization to Fill approval by VPFA is required prior to offer.)

Dept (staff) or HR (faculty) creates offer letter and sends to candidate for signature

Employment Authorization Form is Completed by Dept for new employee. It is routed to :
Division Chair / Supervisor
Dean / Director

Pay Adjustment/Overload Request Form is completed by supervisor and routed to:
Division Chair / Director
Dean / Director

Employee meets with HR to fill out new employee paperwork: (This must be completed prior to beginning work.)
- New Employee Information Sheet
- Check Disposition Form
- W-4
- I-9
- Statistical Information Sheet
- Payment Plan Form

HR receives Employment Authorization Form and routes through following departments for approval:

Provost / Vice President
Human Resources
Budget Director
President

HR receives Pay Adjustment/Overload Request Form and routes through following departments for approval:

Provost / Vice President
Human Resources
Budget Director

Authorized to Work

If employee is not Authorized to Work (payroll receives an authorized Employment Form and Employee's W-4, I-9) by the 24th of the month, employee paycheck may not be available on pay day.

HR must enter Employee into Banner (PEAEMPL) prior to Payroll entering pay information (NBAJOBS)

Employee meets with Benefits Manager to determine benefits for employee. (Sets up in PDAEDN & PWAOEMP)

Payroll enters Employee into Banner (NBAJOBS) so they can be paid

(Benefits may also need to receive form along