

Hiring Process for Hourly, Temporary Staff, Adjunct Faculty:

The Department or Supervisor decides who they want to work for them and then sends the individual to Human Resources to complete the paperwork and receive a hire date. (This is the date that documentation is complete.) Once the necessary documentation is complete, the Department will be notified that they can start the employee ON or AFTER THE HIRE DATE.

1) If the person is a current employee (someone who is currently working or who has worked on campus within the last 12 months), the Department initiates the appropriate Electronic Payroll Action Form (EPAF) online, for approval. Further I-9 documentation is not necessary.

2) If the individual is a previous employee, who has not worked on campus within the last 12 months, then the Department sends the individual to Human Resources to complete the necessary I-9 and W-4 forms. Once this is completed, they are given an EPAF authorization form to take back to the Department so the Department can submit an online EPAF to complete the hiring process.

3) If they have never been an employee of SUU, the Department sends the individual to Human Resources to complete the necessary I-9 and W-4 forms. Once these are completed, the new employee is given the appropriate paper hiring form (student hourly, work-study hourly, non-student hourly, temporary staff, or adjunct). HR verifies on the form that the I-9 documentation is complete and the individual is authorized to work as of the "hire" date. This paperwork is taken back to the Department by the employee. The Department then fills out the bottom "Employer" section, indicates the start date (must be on or after the hire date), gets the necessary signatures and returns it to Human Resources to process.

It is helpful in completing the hiring process, if you let the employee know what the employment status will be (regular student hourly, work-study student hourly, non-student hourly, temporary staff, or adjunct faculty), so Human Resources knows what type of paperwork to use.

It is also important that you let the new employee know that he or she will need to provide documents that establish both identity and employment authorization when they arrive at Human Resources. Although a complete list of approved documents can be found on the second page of the I-9 form, the most frequently used forms of identification and work authorization is one of the following combinations: unexpired passport OR unexpired driver's license and social security card OR unexpired driver's license and original, certified birth certificate issued by a state or county government. Documents must be original and unexpired. If you have any questions, please contact Human Resources.