



## Business Office

### Hiring Steps for Hourly Temporary Employees:

\_\_\_\_ Request to fill form approved by the Department Head (if applicable)  
[http://www.busfin.uga.edu/forms/request\\_to\\_fill\\_position.pdf](http://www.busfin.uga.edu/forms/request_to_fill_position.pdf) (on this form:  
Once approved form should be returned to Beverly Martin 2-5357)

\_\_\_\_ General Information form (Carey Paul)

\_\_\_\_ Post job in IPAWS (1 day minimum for temporary)

\_\_\_\_ Background check [http://www.busfin.uga.edu/forms/bi\\_consent.pdf](http://www.busfin.uga.edu/forms/bi_consent.pdf)  
(Departmental Contact Name should be Beverly Martin [bjm@rx.uga.edu](mailto:bjm@rx.uga.edu)  
2-5877) This should be done as soon as job is accepted by applicant.

\_\_\_\_ Online orientation <http://www.hr.uga.edu/ori/orient.html> (go in on yellow side)  
This should be done on first day of work.

\_\_\_\_ Need to turn in an I-9 form on first day of work  
<http://www.busfin.uga.edu/forms/i-9.pdf>

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