



Business Office

Hiring steps for Monthly Employee's

- ____ Request to fill form approved by the Department Head (if applicable)
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)
- ____ New Position Profile in IPAWS (if applicable)
- ____ Post in IPAWS (5 days minimum)
- ____ Salary and Account information given to Beverly Martin
- ____ Background Check http://www.busfin.uga.edu/forms/bi_consent.pdf
(Departmental Contact Name should be Beverly Martin
bjm@rx.uga.edu 2-5877) This should be done as soon as job is accepted by applicant.
- ____ Top portion of blank personnel filled out
http://www.busfin.uga.edu/forms/personnel_report.pdf
(Give to Beverly before person arrives so information will get in UGA system so they can start their benefits when they arrive)
- ____ Online orientation <http://www.hr.uga.edu/ori/orient.html> (go in on grey side)
This should be done on first day of employment
- ____ Need to fill out I-9 on the first day of work
<http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009