



Business Office

Hiring steps for Part-Time Faculty

____ 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)

____ Letter from EOO requesting permission to hire

____ Checklist from Faculty Affairs: (Only turn in complete checklist to Beverly)
http://www.uga.edu/provost/fac_appt_%20proc_memo608.pdf

____ 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 by person to be hired.
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)

____ Fill out I-9 on first day of work. <http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009