



Business Office

Hiring steps for Salary Employees

- ____ Request to fill approved by 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)
- ____ Background check http://www.busfin.uga.edu/forms/bi_consent.pdf
(Departmental Contact Name should be Beverly Martin bjm@rx.uga.edu
2-5877)
- ____ Salary and account information given to Beverly Martin
- ____ 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)
- ____ Online orientation <http://www.hr.uga.edu/ori/orient.html> this should
be done on first day of work.
- ____ Need to fill out I-9 on first day of work.
<http://www.busfin.uga.edu/forms/i-9.pdf>

07/01/2009