



Hiring Steps for Hourly Student Employees

ALL PAPERWORK NEEDS TO BE IN BUSINESS OFFICE 7 DAYS BEFORE PERSON STARTS

_____ Request to fill form approved by the Department Head

http://www.busfin.uga.edu/forms/request_to_fill_position.pdf

(on this form: Once approved form should be returned to Jessica Hart fax#542-5357)

_____ Kronos Confidentiality Agreement (new supervisors only)

http://www.busfin.uga.edu/forms/Kronos_Confidentiality_Usage_Agreement.pdf

_____ [General Information form](#)

****This is needed in Business Office as soon as employee accepts the position.

This will have to be completed several days before employee can start.

**** Jessica Hart is a **Notary Public**