



### **Hiring Steps for Hourly Temporary Employees:**

#### **ALL PAPERWORK NEEDS TO BE IN THE 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](http://www.busfin.uga.edu/forms/request_to_fill_position.pdf)  
(Once approved form should be returned to Sonja Halder 542-5357)

\_\_\_\_\_ Post in IPAWS (1 day minimum)  
<https://www.ugajobsearch.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1282674899559>

Please start hiring proposal as soon as person accepts job

\_\_\_\_\_ Kronos Confidentiality Agreement (new supervisors only!!)  
[http://www.busfin.uga.edu/forms/Kronos\\_Confidentiality\\_Usage\\_Agreement.pdf](http://www.busfin.uga.edu/forms/Kronos_Confidentiality_Usage_Agreement.pdf)

#### **Once you have found, offered and they have accepted you need to do the following:**

\_\_\_\_\_ 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 Jessica Hart [jchart@uga.edu](mailto:jchart@uga.edu) 542-2147)  
**This has to be completed and approved by HR before person can start**

\_\_\_\_\_ [General Information Form](#) with Offer and Acceptance Letter

\*\*\*\*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**