

## NEW HIRE TIP SHEET

- Hiring Department will complete the Department Authorization box at the top of the Employee Data Form.
- To work as a student, the new hire must take a minimum of six credit hours per semester. Summer requirement is three credit hours for Summer 1 and three for Summer 2. Otherwise, they must be hired as a temporary employee.
- If new hire is a student, Supervisor must sign back of the Employee Data Form regarding FICA information.
- Instruct new hire to bring their Social Security card to Employee Resources with the completed Employee Data Form. This is a District Payroll requirement. The SS card may also be used to satisfy the I-9 requirement along with other documentation. (see reference sheet)
- Once paperwork is complete and data entry is done in Employee Resources, an email will be sent to the hiring supervisor advising the Employee ID number and requesting that the RPS be created. The employee will also need to find their Enterprise ID so that they are ready to log in to Time & Labor.
- Originator should monitor the RPS to make sure it completes the approval process in a timely manner.
- Once the RPS approval process is complete, an email is sent to the originator advising the Document Status as Job Hired. After an overnight process at District, the status changes to Job Created. At that point, the manager will see the employee's name on their employee list and the employee may start work and can log into Time & Labor. This process from RPS creation to Job Created status may take up to five business days.
- The manager will need to assign the new employee to a designee for approvals and daily T & L maintenance.
- For Work Study employees, Olga Fuentes will be notified when the data entry is complete and the work study contract can be created. Olga will notify the hiring supervisor the actual date the work study employee may start. This process may take up to five business days.