

FOR Adjuncts, Student and Temporary Employees ONLY

Recommend Person for Hire by Sending the following:

Adjuncts	Students & Work Study Students	Temporary Employees
<p>1st Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> P-61A Authorization/Consent & Release P-14 Data Record for Credit Adjunct Instructors, Temporary & Student Employees Course Approval Form Application Transcripts (copies accepted for adjuncts) 	<p>1st Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> P-61A Authorization/Consent & Release P-14 Data Record for Credit Adjunct Instructors, Temporary & Student Employees <p>NOTE: Before sending to HR, check RJASEAR for Work Study Info. Also check SFAREGQ. The student MUST be enrolled in at least 6 credits for Fall & Spring or 4 credits in the summer. If not, they must be treated as Temporary Employee.</p>	<p>1st Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> P-61A Authorization/Consent & Release P-14 Data Record for Credit Adjunct Instructors, Temporary & Student Employees <p>NOTE: Before sending to HR, check SFAREGQ to make sure they should not be set up as a student worker.</p>
<p>AFTER receiving notification that the adjunct is approved for hire (background check and above paperwork has been approved),</p> <p>THEN SUBMIT COURSE INPUT TO SCHEDULING.</p> <p>Note: This may be done simultaneously with 2nd Round of paperwork</p>	<p>AFTER receiving notification that the student is approved for hire (background check and above paperwork has been approved),</p> <p>THEN START THE EPAF</p>	<p>AFTER receiving notification that the student is approved for hire (background check and above paperwork has been approved),</p> <p>THEN START THE EPAF</p>
<p>2nd Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> I-9 (with supporting documents) Federal & State of Iowa W-4 Forms Direct Deposit Authorization Agreement <p>NOTE: These forms can be completed anytime after the employee has officially been approved for hire. If not completed before the employees starts work, please complete these forms on the first day of employment. Under no circumstance should these forms be completed later than the third day of employment.</p>	<p>2nd Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> I-9 (with supporting documents) Federal & State of Iowa W-4 Forms Direct Deposit Authorization Agreement <p>NOTE: These forms can be completed anytime after the employee has officially been approved for hire. If not completed before the employees starts work, please complete these forms on the first day of employment. Under no circumstance should these forms be completed later than the third day of employment.</p>	<p>2nd Round of Paperwork to Kim C. in HR:</p> <ul style="list-style-type: none"> I-9 (with supporting documents) Federal & State of Iowa W-4 Forms Direct Deposit Authorization Agreement <p>NOTE: These forms can be completed anytime after the employee has officially been approved for hire. If not completed before the employee starts work, please complete these forms on the first day of employment. Under no circumstance should these forms be completed later than the third day of employment.</p>
<p>Finally:</p> <ul style="list-style-type: none"> Submit Load Sheet to Payroll 	<p>Finally:</p> <ul style="list-style-type: none"> Train Employee on Time Input 	<p>Finally:</p> <ul style="list-style-type: none"> Train Employee on Time Input

Information regarding the HIRING PROCESS FOR REGULAR POSITIONS is available online at the following locations:

Hiring Checklist: <http://my.dmac.edu/department/HR/Hiring/hiringchecklist.pdf>
Hiring Handbook: <http://my.dmac.edu/department/HR/Hiring/hiringhandbook.pdf>