**Hourly New Hire Procedures**

Effective January 2015, The Human Resources Department (HRD) requests your assistance in implementing new procedures in our Hourly Employee intake process which we hope will help improve and streamline the overall hiring process for these employees. These new procedures stem from an organizational change within the HR department, where the HR Technician position that supports the front desk/reception area will no longer be receiving hourly new-hire paperwork. This function has been transferred to the Employment office in building HR10 in the Village Square.

The HRD will provide you with the electronic version of all the hourly new-hire forms/documents including a separate checklist for both Student and Non-student hourly employees. Please distribute this packet to your new hourly employee and utilize the appropriate checklist to ensure completeness.

In order to expedite the hiring process for your new hourly employee, you may collect the hourly’s completed paperwork and identification yourself and then forward the completed packet to the HRD. Otherwise, please instruct your new hourly employee to call the HRD (x7340) to make an appointment to submit the completed new hire packet.

The Employment office will accept hourly new-hire appointments on the following days/times:

- 1st & 3rd Mondays of each month
- Between the hours of 10am and 3pm

The new-hire paperwork must be completed before they arrive for their appointment. If the hourly is not available on Mondays, the HRD will arrange an alternate date and time when they call for an appointment. *Drop-ins are not permitted.*

Those of you who have already implemented the distribution, collection, and forwarding (to the HRD) of these materials will simply need to include the new Hourly Application in your packets from here forward. We appreciate your continued assistance with this process.

**New PAF Procedures (Hourly)**

As part of this organizational change, the HRD in conjunction with the Fiscal Services department will also be implementing New PAF Procedures for Hourly PAFs. These new procedures will assist in eliminating mistakes such as incorrect account numbers (FOAPS) and hourly employee classifications. In order for us all to be successful in implementing these new changes, the HRD staff will provide training on the Hourly New Hire and New PAF Procedures.

Questions? Call Julie Breakstone x7331 or Kirsten Gisle x 7342.

HRD/Hourly New Hire & New PAF Procedures Handout 2014

November 2014