SUMMER SESSION – For Credit
NEW HIRE

1. Department identifies candidates for EPA Part-Time Position and asks them to complete Faculty Application in People Admin

2. Department obtains approval from dean and obtains credential approval on the AA-21

3. Department notifies HR for background check (Alicia/Cory) and Department sends candidate email notice about the hiring process.

4. HR (Alicia/Cory) notifies Department with Approval from background check.

5. Department completes and submits Summer Appointment Form to Dean for approval and signature.

6. Dean forwards approved Summer Appointment Form to Education Outreach who adds budget information and gets faculty signature on form.

7. Ed Outreach forwards Form to HR intake (Debbie)

8. HR Intake contacts individual to make appt to come in and complete I-9/E-verify, Dir Dep/tax forms, etc.

   Paperwork must be completed by THE FIRST DAY OF WORK.
   HR intake assigns a 92#

9. HR intake notifies Dept only if paperwork is NOT complete.

10. HR intake forwards summer form/contract to Provost for signature

11. HR receives signed summer form/contract back from Provost and processes through for HR review.

12. HR approved form goes back to intake to process to payroll and Cindy.

13. Cindy forwards file to Donna for accreditation check

14. Donna forward completed file to scan and file