Hiring Process for an Americorp Member:

1. Offer is made to potential Americorp Member.
2. Request for background check (BGC) is completed, along with the Personnel Action Form (PAF) and sent to HR. HR recommends that this process begin as soon as the offer has been accepted. This allows time for the BGC and paperwork to be completed. Background Check Form
3. Once HR receives the forms, the request for a BGC will be submitted to RedTail and an email is then sent to potential Americorp Member for completion. Communication to your potential Americorp Member is vital to ensure they know to check their email for this process. Background check information sheet from RedTail
4. The potential Americorp Member must complete the BGC online in a timely manner in order for the employee to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
5. If the potential Americorp Member is new to the University, they will need to come by our office to complete the Tax Packet before they can begin working. This is good to do while waiting on the BGC to be cleared. The Americorp Member cannot start work until ALL paperwork has been submitted to HR.
   a. The Americorp Member will need to bring two forms of original ID (Examples: Driver's license, Social Security Card, Birth Certificate, Passport). Keep in mind that must be the original forms of ID (We cannot accept copies of these IDs) and that both documents have the exact same name on them.
   b. The Americorp Member will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
6. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
   a. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the Americorp Member and if the start date needs to be updated.

Reminders for hiring an Americorp Member:

- These Americorp Members are paid a monthly stipend Monthly Pay Date Calendar.
- If an Americorp member is also a member of PERS with another job, the stipend earned is subject to PERS deduction. Employee will pay 9%, and the department will pay 15.75%. They will need to complete the PERS Form 1.