Hiring Process for Staff with benefits:

1. Position is posted in Cornerstone and follows the appropriate competitive process.
2. An offer is made to the potential employee and the individual is moved to “Offer Letter” in Cornerstone.
3. Once offer is accepted, the potential employee is moved to “Background Check” in Cornerstone.
4. The Personnel Action Form (PAF) is completed and sent to HR. HR recommends that this process begin at least one month prior to the anticipated start date.
5. The request for a background check (BGC) is submitted to RedTail and an email is then sent to potential employee for completion. Communication to your potential employee is vital to ensure they know to check their email for this process. Background check information sheet from RedTail
6. The potential employee must complete the BGC online in a timely manner in order to receive clearance quickly and be authorized to begin working. Most clearances can be processed within 5 business days, but could potentially take longer.
7. If the potential employee 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 potential employee cannot start work until ALL paperwork has been submitted to HR.
   a. The potential employee 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 potential employee will also need to provide either a voided check or a document from their bank that has their routing and account numbers on it.
   c. Please notify HR of any potential employees that are not local as they will need to complete certain forms with a notary.
8. Once the BGC is cleared through RedTail and HR is notified, HR will update the employing department of the clearance.
9. In the clearance email, HR will also notify the department of any remaining paperwork that must be completed by the potential employee and if the start date needs to be updated. Once all paperwork has been submitted, HR will complete the data entry and notify the employing department of upcoming Orientation for the new employee.

Reminders for hiring staff with benefits:

- Benefit eligible employees must work 20 hours or more each week.
- Be mindful of the biweekly (non-exempt) payroll cycle as it relates to your new hire and their first paycheck. Biweekly employees must submit an electronic timesheet every two weeks. Biweekly Pay Date Calendar
- Monthly (exempt) paid staff will be paid once a month on the last working day of the month. Monthly Pay Date Calendar
- Monthly (exempt) staff must complete time and attendance each month in SOARHR.
- Benefitted Staff earnings are charged to the salary line of the budget.
- The minimum hourly rate of pay $10.10.