1) Posting a position – Career Track – UA HR Job Site
   a. The Staff/Faculty job posting form is on the SNRE BIZ website: http://www.snre.arizona.edu/snrebiz
   b. If you have a candidate you wish to hire, consider the ABOR requirements for the position.
      You can check the job description on the HR website; link is on the BIZ webpage
   c. Allow 3-5 days to get the posting approved from CALS and another 3-5 days for HR to approve the posting.
   d. Once HR approves the posting, an email will be sent with the position #. You must allow 5 days before we can request hiring approval from CALS.
   e. You’ll need another 3-5 days for CALS to approve the request to hire.

2) New Hires
   a. The applicants must qualify for the position, can add a justification memo explaining the combination of qualifications of education, experience, and volunteer experience.
   b. All new hires start dates will be on the first day of the next payroll period. This allows time to process the paperwork so they’ll have a timesheet in the system.
   c. Please have your new hire make an appointment to come in and sign their paperwork. Walk-ins will be asked to make an appointment.
   d. Make sure your new hire has the necessary documents for the I-9 form. The list is posted on the BIZ website.
   e. NEW POLICY – New Employee Orientation
      i. The new hire will need to allow an 1 hour for completing their paperwork.
      ii. Time Reporting, Harassment, Public Orientation, Driver License Registration
         Certifications will be processed at this time. CALS requirement.

3) Student Hires
   a. Student Hiring Form (on SNRE BIZ website) must be filled out and approved by PI. All student hires must begin at the start of a payroll period.
   b. Allow 1 week for processing hiring request. Once approved, the student will receive an email asking them to complete hiring forms in UAcess. Student(s) must meet with BIZ after completing the hiring forms to fill out the I-9.
   c. Student hires start date will be within 1-2 days of completed hiring paperwork.
   d. If they are work-study, they will also need to bring in their work-study form.

4) Seasonal Hires
   a. Due to the amount of seasonal hires that SNRE processes, we would like to post the positions and hire now with a post date when you’d like them to start. This allows the BIZ office and CALS enough time for posting and hiring approvals. This makes the quantity of work more manageable for all.
   b. Please take into consideration the time involved in the hiring process noted above.
   c. If you are using volunteers, no matter how long the person will be volunteering, we still need to be compliant and process them as volunteers. (Forms and instructions are on the BIZ website).
   d. Please fill out the Designated Campus Colleagues Request Form and return to the BIZ Office. Inform your volunteer they will receive an email to set up a UANet ID and accept their agreement via UAccess employee. They are not allowed to volunteer in the field/lab until this process is completed.
      i. Volunteers perform services for the University without coercion or expectation of compensation, benefits, or future employment.

5) Associates, Affiliates, Volunteers
   a. DCC roll over. Designated Campus Colleagues will now be a part of the employee rollover process. If they do not go in and accept the contract, they will be dropped. We have too many to call and ask them to please follow directions.

2013FEB04