



## General SNRE HR Policy

- 1) Posting a position – UACareers – 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, review job titles, descriptions and requirements and email the [job posting request form](#)
    - i. [Classified staff job descriptions](#)
    - ii. [Appointed job descriptions](#)
  - c. Allow 5-7 days to get the posting approved by HR.
  - d. Once HR approves the posting, an email will be sent with the job posting #. You must allow 5 business days before we can start the hiring process for staff positions and 10 calendar days for appointed/postdoc positions.
  - e. Ideally, we would like the start date for new or transferring employees to coincide with the start of a pay period.
- 2) New Hires
  - a. 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.
  - b. Biz will contact your new hire make an appointment to come in and sign their paperwork. Walk-ins will be asked to make an appointment.
  - c. Make sure your new hire has the necessary documents for the I-9 form. The list is posted on the BIZ website.
  - d. New Employee Orientation
    - i. The new hire will need to allow 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](#) 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 UAccess. 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) Associates, Affiliates, Volunteers
  - a. 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.
  - b. 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.
    - ii. DCC's must accept their contracts every fiscal year or risk being ended.
    - iii. DCC's are also required to complete UA anti-discrimination training