

### **Process for Hiring a New 03 Employee**

- Supervisor completes a (Request to Employ) RTE form and returns it to HR
- Supervisor brings new employee to the Human Resource (HR) Dept.
- The HR Dept. determines the type of employee, such as faculty, full time staff (01) or part-time (03) and gives employee a packet of necessary paperwork.
- Depending on employee type, documents include Post Hire form, I-9, W4, M4, OBRA, and a Direct Deposit form.
- Employee will need two forms of ID, including a photo ID and Social Security card, or a valid passport and bank account numbers or a voided check for the direct deposit.
- HR signs the RTE verifying that dates, rates and title codes are correct, and OBRA and appropriate tax deductions are indicated. The RTE and other employee paperwork are forwarded to the Payroll Dept.
- Payroll verifies cost center and job titles.
- Payroll enters employee information into the appropriate payroll system.
- Employee must submit attendance weekly to the Payroll Office via the EZ Labor Manager System. (In some departments, the supervisor as chosen to enter attendance in EZ Labor on behalf of the employee).
- Supervisor must approve attendance weekly in the EZ Labor Manager System. Approval deadline is each Friday at 9:00 am, unless otherwise specified. Payment will not be processed without supervisor's approval.