



Hiring steps for Monthly Employee's

ONLY COMPLETE PACKAGES WILL BE ACCEPTED IN THE BUSINESS OFFICE AND MUST BE TURNED IN BY THE FIRST OF THE MONTH FOR THE EMPLOYEE TO GET PAID

- _____ Request to fill form approved by the Department Head
http://www.busfin.uga.edu/forms/request_to_fill_position.pdf
(Once approved form should be returned to Jessica Hart fax #542-5357)
- _____ Post in IPAWS (5 days minimum)
<https://www.ugajobsearch.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1282674899559>
Please start hiring proposal as soon as person accepts position
- _____ Offer and Acceptance Letter (HR sample offer letter)
<http://www.hr.uga.edu/recruitment/employment/employment.html>

Once you have found, offered and they have accepted you need to do the following:

- _____ Background check http://www.busfin.uga.edu/forms/bi_consent.pdf
(Departmental Contact Name should be Jessica Hart jchart@uga.edu office #542-2147)
This has to be completed and approved by HR before person can start
****If the person does not have a SS# this will not apply
 - _____ [General Information Form](#) with Offer and Acceptance Letter
****This is needed in Business Office as soon as employee accepts the position. This will have to be completed several days before employee can start.
- ****Jessica Hart is a **Notary Public**