



Hiring steps for Salaried Employees

ONLY COMPLETE PACKAGES WILL BE ACCEPTED IN THE BUSINESS OFFICE and MUST BE TURNED IN 7 DAYS BEFORE EMPLOYEE STARTS

- _____ Request to fill approved by 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 employee accepts position
- _____ Kronos Confidentiality Agreement (new supervisors only!!)
http://www.busfin.uga.edu/forms/Kronos_Confidentiality_Usage_Agreement.pdf

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
- _____ [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**