EHRA Temporary Hiring

Checklist

1. A Background Check will be required for temps working unsupervised with youth and/or students. The background check release form is to be completed and sent to Human Resources by the candidate.

2. The temporary employee needs to visit Human Resources before or on their first day of work to complete the I-9 and E-Verify process. Please make sure the temporary employee brings acceptable supporting documentation (contact Human Resources to obtain a list of acceptable documents). Failure to complete the I-9 process in a timely manner will delay the temporary employee’s start date. A confirmation email will be sent to confirm that this process has been completed.

3. The following documents are contents of the “hiring packet” for TEMPORARY EHRA hires. The “hiring packet” should be sent in its entirety to the Employment Services Coordinator – Nicole Kenney – HR Box #5960

   All Temporary Hires:
   A. ☐ Curriculum Vitae/resume
   B. ☐ Personnel Record Data Sheet (employee’s signature is required)

   Additional Documentation needed for Temporary Hires within Academic Affairs:
   C. ☐ Official Transcripts (Hires within the Division of Academic Affairs) Transcripts must be sent directly from the issuing institution to the hiring official or designee. Transcripts issued to student cannot be accepted.
   D. ☐ Certification of Credentials (Hires within the Division of Academic Affairs)

4. Enter the temporary assignment in HR Online.
   a. Complete an Employee Record Update in HR Online. Once authorized by HR, you will receive an e-mail containing the Banner ID number.
   b. Once you have received the Banner ID number you will be able to enter his/her assignment in HR Online (HR 135)

Please direct questions to the following Human Resource Employees

   Ivor Dikkers  
   dikkersi@uncw.edu

   Nicole Kenney  
   kenneyn@uncw.edu

   Kim Roughton  
   roughtonk@uncw.edu

<table>
<thead>
<tr>
<th>I-9 Employment Eligibility Verification</th>
<th>Hiring Packet</th>
<th>Employee Record Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check Release</td>
<td></td>
<td>HR 135</td>
</tr>
</tbody>
</table>