

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
rougtonk@uncw.edu

I-9 Employment Eligibility Verification	Hiring Packet	Employee Record Update
Criminal Background Check Release		HR 135