EHRA Hiring Packet Requirements for New Hires

CAS Contact: Olivia Causby, Business Services Coordinator, causbyo@uncw.edu, (910) 962-7753, Bear 146

Hiring packets must be submitted for all faculty, including graduate teaching assistants who are listed as the instructor of record. This process begins after an offer has been made, but well in advance of the start date. Please allow 10 business days for approvals once the packet reaches the Dean’s Office. Exceptions require additional paperwork and may take longer to process. Allow enough time for approvals in order to meet payroll deadlines and the start of classes. Please contact Olivia Causby if you have questions to avoid corrections later.

Departments collect all hiring packet materials and work directly with the hires. Once complete, the original packet can be delivered to Olivia Causby in Bear 146. Only complete packets will be accepted--please do not submit anything partial or incomplete. Indicate on a sticky note whether the hire is full-time or part-time, and their starting date. A background check, Form I-9, and employee record update are required for HR approval, but these should not be included in the hiring packet itself.

WHAT TO INCLUDE IN THE HIRING PACKET

- **Current CV**
- **Official transcripts for all degrees listed**: requested by the hire, issued to the department.
  - Electronic transcripts are required if available. Follow all AARM transcript instructions. Susan Gray will send a confirmation receipt within 48 hours of transcripts being available for viewing. To confirm the status of transcripts, contact Susan Gray at grays@uncw.edu.
  - If electronic transcripts are not available, original mailed transcripts must be sent directly from the awarding institutions to the hiring department. They must not be addressed to the hire.
  - Copies, scans, or unofficial transcripts are not acceptable.
  - When the highest degree awarded is from a non-U.S. institution, transcripts must be evaluated for U.S. equivalency by a transcription service such as World Education Services (even if transcripts are in English) and translated into English if necessary. CAS does not cover this cost.
  - If the terminal degree will be awarded prior to the start date but has not yet been awarded at the time the hiring packet is submitted, reach out to Olivia Causby for instructions.
- **Personnel Record Data Sheet**: completed by the hire.
  - All degrees listed must be officially awarded (not in progress) and the dates awarded must match the transcripts. The hire will choose the correct CIP code. If unsure, leave them blank.
  - An original signature is required. A scanned signature is acceptable as a temporary placeholder, but an original hard copy must be submitted prior to the start date.
- **Certification of Credentials**: completed by the chair after the CV, transcripts, and Personnel Record Data Sheet have been received by the department.
  - Each course to be taught should be listed on an individual line, including the course subject, number, and course title (e.g. SUB 101, Course Title).
  - If a range of courses will be taught (e.g. SUB 101 through 394), then list the specified range on the grouping line. Only group courses if the hire is qualified to teach every course in the range listed.
  - Exceptional hires who do not meet the credentialing requirements must submit additional supporting documents. Follow the requirements on page 2, column B of the Certification of Credentials. Allow extra time for approvals to process.
  - If a hiring packet is for a non-teaching EHRA hire, leave all teaching fields blank and check the "Exception" box. No exceptional documentation is required from column B in this special case. The chair writes "non-teaching appointment" in the justification field.
- **Recommendation Letters (2)**: required for full-time hires, but optional for part-time hires and GTAs.
- **Do Not Include**: Start-Up sheet, Letter of Intent, HR 3.35, background check results, or mailed envelopes.
REQUIRED STEPS FOR APPROVALS

These steps must be completed for HR to approve the hiring packet. The hire will be activated to faculty status once complete. It is not necessary to include these documents in the hiring packet or forward them to the Dean’s Office.

- **Background Check**: department fills out the position information on the background check release form and emails it to the hire. The hire completes page 2 and submits the form directly to HR. The background check should be completed before a verbal offer is accepted.

- **Form I-9**: completed by the hire in HR (located in Friday Annex) no later than the first day of work.
  - Please instruct the hire to complete the I-9 as soon as they have accepted the offer.
  - Provide the list of acceptable, original, unexpired documents they must bring to HR.
  - Proof of completion will be emailed from Ivor Dikkers to the department and Olivia Causby.
  - Note that foreign nationals must receive their social security number before completing the I-9.

- **Employee Record Update**: completed by the department when the hiring packet is submitted.

ADDITIONAL STEPS (these do not affect the hiring packet’s approval status)

- **Computer Access Request**: completed by the department for part-time hires through the TAC Service Catalog. All part-time faculty must have an expiration date. Extensions must be requested by the chair.

- **Forms W-4 and NC-4**: completed by the hire in SeaNet once the email and password are set up.

- **Direct Deposit Authorization Form**: completed by the hire and submitted to Payroll with a void check.

- **One Card Request Form**: completed by the department, delivered to Auxiliary Services by the hire.

- **Vehicle Registration Form**: completed by the hire and delivered to Parking in Warwick (Auxiliary Services).

WHO TO CONTACT

<table>
<thead>
<tr>
<th>Hiring packet questions</th>
<th>Olivia Causby, <a href="mailto:causbyo@uncw.edu">causbyo@uncw.edu</a>, 2-7753</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start-up sheet, HR 3.35, Intent to Offer letter, position funding questions</td>
<td>Katie Lange, CAS Business Officer, <a href="mailto:langek@uncw.edu">langek@uncw.edu</a>, 2-7506</td>
</tr>
<tr>
<td>Form I-9, background check results</td>
<td>Ivor Dikkers, HR, <a href="mailto:dikkersi@uncw.edu">dikkersi@uncw.edu</a>, 2-2103</td>
</tr>
<tr>
<td>Employee record update, HR 1.35</td>
<td>Kim Roughton, HR, <a href="mailto:roughtonk@uncw.edu">roughtonk@uncw.edu</a>, 2-7110</td>
</tr>
<tr>
<td>Electronic transcript receipt</td>
<td>Susan Gray, AARM, <a href="mailto:grays@uncw.edu">grays@uncw.edu</a>, 2-3848</td>
</tr>
</tbody>
</table>

FAQ

What if the new hire we are credentialing is a graduate student from UNCW? Whether an undergraduate or graduate degree, an official UNCW transcript must be submitted. Per SACS requirements, we treat UNCW like any other institution and every new hire the same. If the new hire is currently taking UNCW courses, an official transcript is still required.

What if the new employee can’t send us transcripts until a later date? This is reviewed on a rare case by case basis by Academic Affairs. Contact Olivia Causby to discuss.

An employee taught a long time ago at UNCW, but now is teaching again. What is the re-hiring process? Transcripts should still be on record for this person if they taught within Academic Affairs. The chair can view them in WebNow. A new CV, Certification of Credentials, and Personnel Record Data Sheet still need to be submitted.

How long does it take for the employee to get an appointment letter from HR? Once the dean’s office reviews the packet and signs off, it goes to Rich Ogle for review and to be signed. Then, it goes to Human Resources where the appointment letter is produced. Please allow up to 10 business days from dropping off the packet in the Dean’s Office to receiving the appointment letter if all materials are submitted correctly and approved by all parties. A background check, Form I-9, and employee record update are required for HR to approve the packet and activate the hire as faculty.

What if our department has Graduate Teaching Assistants? Per SACS, anyone that is listed in SeaNet as the ‘instructor of record’ must be credentialed. The transcripts must be official and submitted like every other new employee.

Last updated January 26, 2018