



## **HR Process FAQs**

### **1. What are the steps to hiring a student?**

To hire the students you already have in, mind, please submit the following forms.

- ETR – Must be sign by Initiating Supervisor & Resource Manager
- Selection hire form- Must be signed and dated.
- Job description
- Student employment application- **must be filled out and signed by the student.**
- Student Class schedule

### **2. What are the steps to hiring a staff?**

When hiring a staff please submit the following forms

- Selection Hire Form- with 3 candidates listed.
- ETR- Must be sign by Initiating Supervisor & Resource Manager
- 3 Completed Reference Checks
- Interview Questions and answers from candidate you are hiring.

### **3. What do I need to submit to post a job?**

- ETR Form - Must be sign by Initiating Supervisor & Resource Manager
- Job Description
- Interview Questions

### **4. Who is authorized to contact a candidate to offer a job?**

The job offer must only come from the **UAS HR office** upon approval by Post Award or Executive Director. **Please be advised that at no time is the PI/hiring manager authorized to contact a candidate to offer a job.**

### **5. What steps must be taken before an applicant can begin working?**

The applicant must be fully cleared by UAS HR before starting work. This includes having their hiring paperwork approved, live scan/background clearance, and completing ADP Onboarding. The applicant's start date will be determined based on the beginning of the next payroll period.

### **6. How soon can a new hire start after all required paperwork is submitted?**

After all required paperwork is submitted, HR will extend a verbal offer and begin the background screening process. Once we receive clearance on the background check, we will proceed with onboarding. The new hire can only start once UAS HR has confirmed their start date via email, and they have been fully cleared.



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**7. What steps should be taken when terminating an employee?**

Please submit an ETR for termination, ensuring all employee information is filled out. Be sure to complete Section IV, as you would for hiring. In Section V, list the effective date, last day worked, and the reason for separation. The initiating supervisor must sign the ETR. If the employee is resigning, please attach the resignation letter.


**8. What is the policy on an employee showing no payroll activity?**

According to our policy, if an employee has no payroll activity for three months, we proceed with termination. Please submit an ETR to Cindy Coleman & Alejandra Ulloa so we can move forward with the termination process.

**For any HR-related inquiries, please contact:**

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