

## Checklist for Departments Recommending a Temporary Hire

Follow these guidelines when submitting a request to hire for a temporary position. Forms are available on the Human Resources Documents and Forms website.

- Complete Temporary Hire Request to Hire (Blue Form) and Temporary Hire Contract.
- Verify that the incumbent has an ETSU application on file.
  - If the applicant has been a Regular Work Study, FWS, APS, GA, or has never worked for the university before, and is going to be working as a temporary employee, the applicant must complete an application in the eJobs system or complete and sign the paper Application for Employment. ***Applications should not be sent directly to HR (unless specifically requested).***
  - If the applicant has worked for the university before, contact Human Resources at 439-5825 to verify that there is an up-to-date application on file.

Note: All temporary job postings and applications are purged from eJobs annually on December 31. Applicants who wish to be considered for temporary employment for the following year must re-apply to a new posting.

- Attach a printed copy of the *Application for Employment* to the blue *Temporary Request to Hire* form and *Temporary Hire Contract*.
- Route all three forms through the proper signature chain to HR for processing.

Human Resources will notify the contact person when the hiring paperwork has been processed. The department will then direct the applicant to Human Resources, Burgin Dossett Room 307 to sign their contract and complete any required employment paperwork. All prospective employees must have I-9, W-4, and Direct Deposit forms on file with Human Resources (see Page 2 for *Instructions for Employees Recommended for Hire*).

**No employee may begin work prior to notification from the Office of Human Resources that the appointment has been approved and the required new employee paperwork is complete.**

## Instructions for Employees Recommended for Hire

- To be approved for hire, you must have a current electronic or paper application for employment on file in Human Resources. To complete a temporary application, EITHER
  - apply to one of the temporary postings in the eJobs system (jobs.etsu.edu) OR
  - complete the paper [Application for Employment](#).

Note: All temporary job postings and applications are purged from eJobs annually on December 31. Applicants who wish to be considered for temporary employment for the following year must re-apply electronically to a new posting.

If you have been recommended for temporary hire, you will be contacted by the hiring department when the appointment has been approved and processed. Please do not contact Human Resources regarding the status of your employment contract. Prior to your first day of work, you must come by the Office of Human Resources, Burgin Dossett Hall, Room 307 to sign the employment contract and complete any employment paperwork not already on file. New employees must be prepared to:

- Complete a W-4.
- Complete a Payroll Direct Deposit form and attach a voided check if needed.
- Complete the I-9 form with unexpired supporting documents. You must bring the original documents. (List of I-9 Verification Documents .pdf).
- Present a document from the Tennessee Lawful Employment Act (TLEA) list. (List of TLEA Verification Documents .pdf).
- Present a social security card for payroll purposes per the employment contract. If the social security card is used to satisfy the I-9 form and payroll you must provide the original social security card.

Forms and verifications lists can be found on the Human Resources **Documents and Forms** website at <http://www.etsu.edu/humanres/forms.php>

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