

New Hire Policy:

Setting up new hires can take up to 10 business days because of new background check requirements. You must notify Shannon of any new hires prior to their first day of employment, the sooner the better. More detailed hiring policies are shown below...

Hiring Policy for Student/Hourly workers

Please be aware that you must notify Shannon of any new hires **prior** to their first day of employment. No new employee may work in your office/lab without filling out the required forms for employment authorization. In addition if the hourly workers are **not** UGA students they are subject to a background check. Any non-student new hire will need to fill out the following consent form for this background check:

http://www.busfin.uga.edu/forms/bi_consent.pdf

Please bring this form to Shannon and let your potential new hire know that the process will take 6 – 10 business days.

Hiring Policy for regular staff employees

Any new or replacement classified position must be posted in the online iPAWS UGA applicant job search system. Please bring the relevant information to Shannon so that she can post your position. This process takes from 3- 5 business days. Once your position is approved, it must be posted for one week before a hire can be made. Once an offer is made and accepted, a hiring proposal must be submitted and the consent form for background check filled out and signed by the potential employee. It will take 6 – 10 business days for this process before the new employee can report to work.