



SOUTHEASTERN LOUISIANA UNIVERSITY



CHECKLIST FOR HIRING UNCLASSIFIED STAFF TEMPORARY (INTERIM) POSITIONS

Please direct questions to the Human Resources (HR) Unclassified Staff Coordinator at extension 5452.

A full description of [employment procedures](#) and [downloadable forms](#) are available on the HR website <http://www2.selu.edu/Administration/Depts/HumanResources/hroepmenu3.htm>

Step 1 The Budget Unit/Department Head determines if there is a need for additional help on a temporary basis and must ensure that there is an existing position (line in the budget) for a temporary staff member. Funds must be available in the budget to cover the cost of the salary and associated benefits. If an existing position is not available, the Budget Unit/Department Head secures permission up through the chain of command to the appropriate Vice President. If a new position needs to be established, the HR Specialist will add the position to the PeopleAdmin system. This position may or may not become a permanent line in the budget. If the position is intended to become permanent, it is requested during the budgeting process or established based on a critical need or an approved reorganization within the budget unit.

Step 2 When the department is ready to fill a new or existing position on a temporary basis, the Budget Unit/Department Head verifies with the HR Specialist that a current position description is active in PeopleAdmin. If there is no description in People Admin, the Budget Unit/Department Head must work with the HR Specialist to establish the position.

Step 3 The Budget Unit/Department Head sends an email to the HR analyst requesting an internal waiver for the position to be filled. The HR Analyst posts the internal waiver and sends the Budget Unit/Department Head the URL link to be given to the applicant(s). The applicant(s) will apply for the position in PeopleAdmin using the provided link.

If the Budget Unit/Department Head does not know of a qualified individual who is available, contact the HR Analyst.

Note: *Applicants must possess the minimum qualifications for the position (degree and/or other qualifications stated in the position description).*

Note: *Applicants will need to submit an electronic application through PeopleAdmin that includes the names and contact information of at least three references. In addition, new applicants will need to attach a letter of application addressing qualifications and experience, a résumé, and copies of transcripts from all colleges/universities attended (original transcripts required upon employment). Other application materials may be requested at the department's discretion.*

Note: *More than one applicant can be hired using the same internal waiver. For example, the Community Music School can complete hiring proposals for all temporary Assistant Instructors using one internal waiver; however, each applicant must be hired using different position numbers.*

Step 4 Once a job offer is made and accepted, the department must change the candidate's status in PeopleAdmin to "Recommend for Hire." Once the candidate's status is changed to "Recommend for Hire," a link will appear to "Begin Hiring Proposal." After the hiring process is completed in PeopleAdmin, the remaining applicants will be notified through PeopleAdmin that the position has been filled.

Note: *After the conditional job offer is made and accepted, it is the responsibility of the new employee to ensure that all documents for which he/she is responsible have been submitted to HR and that all required paperwork has been completed. A new employee should not be added to the payroll system unless all steps have been completed. The Budget Unit/Department Head should inform the prospective employee of this.*

There are PeopleAdmin "How Do I?" quick sheets available on-line to refer to or if you have other questions, call the Human Resources (HR) Unclassified Staff Coordinator at extension 5452.

Step 5 Once HR receives the approved "Hiring Proposal" the appointment letter is prepared and sent for the President's signature, and returned to HR for distribution. The appointment letter outlines the terms and conditions of the employee's employment status as well as the proposed dates of employment. The original is mailed to the employee at the last official address on file. Copies are provided to the Budget Unit/Department Head, Dean/Division Head, Payroll Office, and appropriate Vice President.

Note: *All unclassified staff hold their administrative appointments at the pleasure or will of the University of Louisiana System.*

Step 6 The new employee must visit HR prior to or within 24 hours of their first day of employment. The employee should sign all needed paperwork and, if applicable, select applicable benefits at this visit. The new employee needs to bring his/her social security card, driver's license, birth certificate, and/or passport for the U.S. Citizenship and Immigration Service requirements. They also should bring either a voided check to be used for direct deposit into a checking account or a deposit slip for direct deposit into a savings account. **All new employees are required to use direct deposit for their payroll checks.** A copy of a birth certificate is needed for retirement plan enrollment, if applicable.

Step 7 The employee is then set up in the payroll system.