

Lecturer Checklist SP 2018

Name: _____ Division: _____ Hire Type: _____

Done	Date Completed	Task
		Checked calculations on Request Form
		Send LR Form via DocuSign for signatures Returned Signed:
		Loo drafted and sent to Chair for signature Returned Signed:
		Checked position # to be assigned:
		Changes needed for position:
		Fill existing/Create new HRA #:
		Position Approved and updated by SC
		Hire/Update HRA created: #
		Attachments for Hire/Update HRA: resume - request template - draft LOO
		Ad hoc approvals received
		Send Welcome Email to new Lecturer about hire process
		Continue DocuSign process-initial Loo to send to Lecturer
		Signed Loo returned and attached to HRA
		Hire HRA approved
		Background check required: Yes No
		BG initiated: Ordered: Cleared:
		DocuSign hire packet sent
		DocuSign hire packet completed by lecturer
		Identification for I-9 form received
		Complete I-9 form/upload documentation
		Driver Registration Form completed

Notes