

CFAES Human Resources Standard Operating Procedure (SOP)

Task:	Lecturer Hire-New Hire		
Revision Date:	11/17/2017	SOP Reference #	1A
Definitions and Attachments	<p>Lecturer Request Form-Form used by chair/dept head/leader to request a person to be hired as an employee. This form shows personal information, classes to be taught, dept, total credit hours, total contact hours, rate of pay, etc.</p> <p>Lecturer Hire Checklist-This tool functions as a quick visual aid to determine where in the process the hire is and what items still need to be completed. This tool should be utilized from start to finish in this process.</p>		
Responsibility:	HR Associate, HR Final Approver, Service Center		
Frequency:	Fall, Spring, Summer Semester	Timing:	Every Session or Semester
Process Steps:	<ol style="list-style-type: none"> 1. 10 weeks prior to to the semester start, send communication to Chairs/Dept. Heads/Leaders , that lecturer information is due to HR Associate 6 weeks prior to the semester start. (see attached Lecturer Request Form or LRF) 2. LRF is returned to HR Associate. HR Associate checks to see that fiscal has signed off, calculation and annual pay are correct and fixes the calculation for sessions. 3. Send the LRF (corrected) to Chair/Dept. Head/Leader for signature via Docusign. 4. Signed LRF is returned to HR Associate. HR Associate finds an open position via the Position Management Spreadsheet and updates if necessary via Fill Existing HRA or creates a new position via Create New HRA if none are available. Position must be approved by all approvers and updated by the Service Center before Hire HRA can be created. 5. HR Associate creates a draft letter of offer (LOO) for lecturer via docusign for supervisor/Chair/Department Head signature. 6. HR Associate creates a Hire HRA and does the following: <ol style="list-style-type: none"> a. Add comments regarding hire record, personal cell #, indicate it is a new hire, indicate if service calculator needed, location code, business address, business phone, BG check needed. b. Attach resume (if new to lecturing) for review, signed LRF, and DRAFT LOO. 7. Final Approver receives Hire HRA. Final Approver AdHocs fiscal officer, Senior Associate Dean, and Compensation Manager. 8. AdHocs approve. 9. Send Welcome Email to lecturer regarding hire process. 10. HR Associates initials the Draft LOO in Docusign, which sends the LOO to candidate. 11. Signed LOO is returned to the HR Associate via Docusign. HR Associate downloads LOO from Docusign to shared drive and attaches signed LOO to HRA and Final Approver approves. 12. Service Center receives approved Hire HRA. BG check is initiated and new hire packet is sent to candidate. Ensure background check has cleared prior to start and completing the I-9 Form. 13. HR Associate completes the I-9 form and uploads Lecturer's identification. 14. HR Service Center EVerifies. 15. HR Associate uploads signed LOO and Resume/CV to Onbase. 		