

Hiring Classified Staff

Office of Senior Vice President for Academic Affairs and Provost
Office of Vice President for Instruction

Hiring a staff member in our unit is a cooperative effort. It takes communication among the supervisor who is hiring, the Office of Academic Fiscal Affairs (AFA), and the chief academic officer (SrVP or VP). Below is a short list for your reference to ensure that all steps required for making a staff hire are completed. Thanks in advance for your partnership in this work.

1. Identify and Post Position

- Have you obtained SrVP/VP approval to fill the new or vacant position within your department?
- Please fill out the [New Position Information Sheet](#) and return to Cheryl when completed.

2. Review Applications

- Once the position is posted in the HR iPaws system, you will be sent a Guest User ID and password via email with a link to the HR website to review applications.

3. Interview Candidates

4. Make an offer

- Work with AFA to determine the salary allowed to offer:
Current UGA employee: may offer current salary plus 10% without additional approval IF the hire is a promotion.

Non-UGA employee: may offer the base salary for the position plus 15% without additional approval

*If the hire is a lateral transfer (same pay grade) or demotion, a salary increase is not allowed without approval.

Any salary request outside of the guidelines stated above must be approved by the VP as well as HR via the Request for Salary Action form:
http://www.busfin.uga.edu/forms/request_salary_exception.pdf
- Work with Cheryl to submit the hiring proposal to HR after the salary and start date has been established. If the employee will need a background check, please fill out the Background Investigation Form http://www.busfin.uga.edu/forms/bi_consent.pdf and give to Cheryl to attach to the hiring proposal. The form will have a social security number so please DO NOT email the form.
- Once the hiring proposal is approved, prepare an offer letter using the template at: <http://www.hr.uga.edu/employment-administration>
 - If the offer is accepted, give a copy of the signed accepted letter to AFA for the employee's personnel file.
 - If the offer is not accepted, repeat the hiring proposal process for next candidate offered.

5. Payroll/Personnel Information

- As soon as the employee accepts the position, you and the employee will need to complete the [New Employee Information Form](#) and return it to Cheryl as soon as possible. This document will allow AFA to put the new employee into UGA's payroll system and will generate an email to the employee to start the Onboarding process.

6. Onboarding

- New UGA employees will receive an email from the system to begin onboarding once the personnel has been processed. During the onboarding process, the employee will fill out necessary tax forms, direct deposit and identification forms. Onboarding must be completed within the first three days of employment. All necessary documentation to complete the I-9 process should be brought to Cheryl for verification.

7. Introductions and Start the Day!