Contractual Hiring Process Overview

Planning
~2 - 8 weeks

EPAF Execution
~3 weeks

Onboarding
~1 - 2 weeks

Department Identifies Hiring Need

RD — Department Initiates EPAF in Banner Employee Self-Service

EPAF Routes for Approvals — Yes →

Completed EPAF Received by Human Resources

3 | HR — HR Reviews Form for all Requisite Information

HR — HR generates Contract and sends to new employee via DocuSign.

3 | EC — New contractual employee signs contract and completes new hire paperwork.

No ↓

EPAF is corrected OR returned to initiator until resolved

HR — Missing or Unclear Information (ex: Supplemental Employment form)

3 | EC — Current full-time employees must complete Supplemental Employment form

3 | RD | HR — Request Employee ID Setup for new hires to generate a Banner ID

3 | RD | HR — Verify or request contractual PIN for the position. Verify funding.

5 | HR — Background Check for New Employee (must receive clearance from HR)

3 | HR — EPAF workflow request reviewed and approved or denied

RD | HR — Posting initiated in MEMS (all full-time positions must be posted)

Posting a contractual vacancy may add considerable time to the overall hiring process. Contact OHR if you are unsure if a MEMS posting is required.

RD — New EPAF initiators MUST request EPAF workflow permission

RD — Create or update Job Description

1 — Email & WebSIS timesheet generated

Banner pages populate with requisite information

2 | HR — HR Information Systems team receives fully executed contract and new hire packet. HRIS team performs data entry into Banner.

2 - 10 | HR — Contract is sent to the EVP, Finance & Administration for signature

EC — Employee Completes WebSIS Timesheet

Payroll Processing

Employee is Paid

Turn around time in business days.

3 | HR — Create or update Job Description

Responsible Party:

HR: Human Resources
RD: Requesting Dept
EC: Employee or Candidate