Hourly Non-Benefited Positions

- Do not need to advertise if department has identified a candidate
- Advertised as ‘open until filled’
- No minimum advertising period
- One-page position request/posting form and abbreviated approval work-flow
- Non-benefited employees (students excluded) will be eligible for provisional benefits if they work 6 months or longer for 88 hours or more/month. Please see Presidential Directive 4-1994-2 for more information: http://www.uwyo.edu/generalcounsel/_files/docs/pd-4-1994-2.pdf

How to Advertise

- Sign in to HRMS, select Self-Service, Recruiting Activities, Non-Benefited Jobs Form
- Click on Add a new Value tab
- Select type of position: Work Study, Student Non Work Study, or All Other Non-Benefited Hourly
- Add position number
  - 77 + department number for Work Study
  - 7 + department number for Non Work Study
- Complete all of the fields on the form:
  - Non-Benefited Job Title
  - Contact person (benefited employee)
  - Available openings
  - Standard work hours
  - Hourly rate
  - Worker’s Comp code
  - Employment start/end dates
  - Please Note field (optional)
  - Job Duties field
  - Skills & Requirement field
  - Funding Manager
  - Funding Source
  - Comment field (optional)
- Click on submit when all fields are complete
- Approvals
  - Appointing Authority Level C, if no C then Level B, if no B then Level A, if no A then Full Appointing Authority
- Recruiters
  - Christina Snowberger – Departments starting with A – L
  - Ann Lyda – Departments starting with M – Z

How to View Applicants

- Sign in to HRMS, select Self-Service, Recruiting Activities, Interviewer Materials
  - Click on Resume icon and then Application icon

How to Fill Positions

- Contact your Recruiter and provide the following information:
  - Name, date of birth, and social security number of applicant
  - Start Date and confirm funding information