

HIRING NON-BENEFITED PERSONNEL

ECOSYSTEM SCIENCE & MANAGEMENT

Many members of the department hire non-benefited people from time to time to help with short projects, field research, or lab work. Please refer to this guide when you need to hire someone in a non-benefited position. If you have questions, please ask!

The basics:

- It can take **up to a week**, and occasionally a little longer if there is an event or disruption during the process. So plan ahead! The HR requirement is that paperwork gets to HR **5 days ahead of the planned start date**.
- The process gets started in the ESM department, then goes to Human Resources
- The potential hire **absolutely cannot work** until they have completed their I-9 form and cleared by HR.
- Good information can be found on the HR web site, and their information might supersede information in this memo: <http://www.uwyo.edu/hr/workforce-management/hiring-personnel/non-benefited-hire-checklist.html>
- All employees, including non-benefited, must take the UW-sponsored sexual misconduct training

Steps in the process:

1. Work out an agreement with the potential hire regarding job duties, start date, duration of employment, and rate of pay.
 - Note on duration of employment: per recent presidential directive, non-benefited employees who are not students cannot work full time for longer than six months.
 - Note on overtime: Any hours worked in exceedance of 40 hours per week will be paid at time-and-a-half.
2. If the potential hire is already in the University system ("On the payroll") at UW, then the following steps are taken to get the process started:
 - Fill out an "[Authorization to Hire](#)" form. This form is attached to the email and will be available on our web site
 - Fill out a "[Disclosure and Certificate of Applicant](#)" form, which we commonly refer to as a "Felony Disclosure Form", found here: http://www.uwyo.edu/hr/_files/docs/employment/Disclosure-and-Certificate-of-Applicant.doc
 - i. *Note:* you might assume that since the person is already in the system that s/he does not have to do this, but they must. Even if they are just shifting from one job to another, this form must be filled out again.
 - ii. If necessary, s/he can complete a new Direct Deposit and/or W-4 form
 - Take the above documents to Alison, who will start their journey through the system (Accountant, Head, Dean, AA, HR)
 - Once HR processes and approves the hiring paperwork, s/he can start working
 - i. *Note:* it is incumbent on the faculty member / supervisor to keep track by contacting HR, especially if the start date is critical.

3. If the potential hire is not in the UW system, here are the steps:
 - ❑ Fill out an "[Authorization to Hire](#)" form. This form is attached to the email and will be available on our web site
 - ❑ Fill out a "[Disclosure and Certificate of Applicant](#)" form, which we commonly refer to as a "Felony Disclosure Form", found here:
http://www.uwyo.edu/hr/_files/docs/employment/Disclosure-and-Certificate-of-Applicant.doc
 - i. *Note:* you might assume that since the person is already in the system that s/he does not have to do this, but they must. Even if they are just shifting from one job to another, this form must be filled out again.
 - ❑ Take the above documents to Alison, who will start their journey through the system (Accountant, Head, Dean, AA, HR)
 - ❑ After the above paperwork has gotten into the system (up to 5 days), the prospective hire should fill out and take the following forms over to HR, where they will complete their I-9 electronically via WyoWeb:
 - i. Direct deposit form: http://www.uwyo.edu/hr/_files/docs/payroll-office/Direct-Deposit.doc
 1. *Note:* bring a cancelled check
 - ii. W-4 Form for tax purposes: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>
 1. *Note:* There are strict rules for completing the I-9 form regarding forms of ID, and *many people do not have them on their person* which delays the hire. Make sure the person reviews the requirements available here:
http://www.uwyo.edu/hr/_files/docs/employment/i9-acceptable-docs.pdf
4. If the potential hire will need to drive a vehicle, s/he must also go through a motor vehicle records check: <http://www.uwyo.edu/auxserv/fleet/official-vehicle-policy/ovp.pdf>
 - ❑ The link to get driving privileges is: <http://www.uwyo.edu/administration/operations/risk-management/vehicle-use-policy-information.html>
5. All UW employees must complete the mandatory Sexual Misconduct training module
 - ❑ This module is available via WyoWeb / self-service / courses and conferences