

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