Hiring for Fall: 2025 Requisition Submission Deadlines

📢 **Important Hiring Deadlines for Fall 2025**

Dear Hiring Managers and Campus Partners,

To help ensure timely and effective processing of new hires and rehires for the upcoming Fall 2025 season, please review the hiring requisition submission deadlines HR Talent Acquisition recommends below:

🧑‍🏫 **Temporary Lecturer Hires & Rehires – Fall/AY 25-26**

- **Submit:** Now through 8/1/2025 to ensure system processing and access prior to the reporting date

- **Reporting Date:** 8/19/2025

- Submit early to ensure system access prior to the start date

🎓 **Graduate Assistant (GA) Hires – Fall/AY 25-26**

- **Submit:** As soon as the employee has registered for their classes, through 08/01/2025 to ensure processing and access prior to the reporting date

- **Reporting Date:** 8/19/2025

- Note: it is the hiring department's responsibility to confirm GAs are properly enrolled *PRIOR* to starting the requisition process.

💼 **Work Study Hires**

- **New Hires**

    o **Submit:** Now through 8/11/2025 to ensure processing and I-9 compliance prior to their start date

    o **Earliest Start Date Allowed:** 8/25/2025, per the Scholarships & Financial Aid Office.

- **Rehires -** Work study rehires use a separate process. Please visit with your DHR and/or Ronda Jackson (307-766-2317) to ensure your rehire is being captured and completed appropriately.

- **Submitting *after* 8/11/2025?** Start dates should be adjusted to after 8/25/2025 accordingly.

✅ **General Hiring Reminders**

- **Submit early!** The sooner you submit the hire information, the better. Early submissions are encouraged.

- All other hires need to be submitted well in advance of the date the individual is required to report to work for their first day of employment. A general rule is –

  - **Non-Benefited Hires:** Allow 1 week prior to start date for processing

  - **Benefited Hires:** Allow 2 weeks prior to start date for processing

- Employees may not begin any work—including training—prior to their official start date.

This 1–2 week timeframe will allow the department and HR adequate time to finalize the written offer and/or complete the hire in WyoCloud, while allowing time to ensure and maintain compliance with employment laws. Dates that fall outside of these recommendations should be brought to HR's attention by emailing recruit@uwyo.edu as soon as possible.

⚠️ **To avoid delays, please be sure all details in the requisition are complete and accurate.** Incorrect or missing details will prevent timely processing.

📎 Be sure to check the latest hiring resources:

- Hiring Toolkit

- Temporary Lecturer Requisition QRG, Temporary Lecturer Offer QRG

- Work Study Hire Process/Requisition QRG, Work Study Job Offer QRG

- Graduate Assistant Hire Checklist

- Determining Employee Start Dates

- I-9 information

If you have any questions or concerns, please reach out to the Talent Acquisition team by emailing recruit@uwyo.edu, or make an appointment to speak to a Talent Acquisition team member.