10

Southern University and A&M College's Hiring Process

Steps to remember...

SUBR

#1

Applicant completes Application for Employment.

An application is submitted to hiring department for a current job posting or adjunct position. An employee application form can be obtained from the department or downloaded from the following webpage:

http://sus.edu/downloadable-forms

Completed by applicant ->Application for Employment.

#2

Each applicant must complete a Criminal Background check.

After a hiring offer is made, the applicant completes the criminal background check process.

Forms can be downloaded from the HR webpage listed in step 1. After going to Louisiana State Police, the applicant submits to HR the (1) "Authorization to Release" and the (2) "Verification of Fingerprints" criminal background check forms.

#3

Department submits "S" number request/pre-employment forms to HR.

The hiring department downloads forms from HR webpage and submits pre-employment documents to Human Resources.
* Employee Application,
- Reference check form,
- Proposed Employee Appointment form,
- Proposed Employee Clearance form,
* "S" number request form (This request form is completed only after Banner search "S" number not found).
* Documents completed by adjunct faculty.

#4

After pre-employment documents are sent to HR, hiring department generates ePAF.

The hiring department generates ePAF for internal approval. Department/hiring supervisor should perform daily status checks and notify applicant when ePAF has been approved.

Applicants cannot begin work before the ePAF is approved.

#5 Check and monitor ePAF has been approved to the applier level.

The ePAF must be approved by each department/level including President's office before applicant's Orientation (new hire) documents can be submitted for approval.

Applicants should periodically check with department to determine when to attend Orientation.

9:00 am on Tues.

Applicant attends New Employee Orientation (Undergrad/Grad asst, Adjunct, WAE, FT/PT employees).

The applicant attends New Employee Orientation in HR - J.S. Clark Annex bldg.

FT/PT applicants will receive Banner webtime information and if applicable, id/parking letters during Orientation.

06:30

Employee submits an electronic time sheet each payroll calendar period.

Each employee completes an electronic Banner webtime sheet to indicate hours worked and leave hours for the pay period.

#6 Applicant downloads and completes new hire paperwork.

The applicant should download new hire forms from the following webpage:
www.sus.edu
Human Resources
Employee development and Orientation
Four (4) new hire form links (New hire packet, I-9, State and Federal tax forms).

Download each file (new hire paperwork packet) and complete as PDF fillable forms. These forms should be signed and dated while attending New Employee Orientation. Completely fill out each form, even if it does not apply (e.g. Veterans and Record of State Service).

#7

#8 Applicant becomes an active employee.

An applicant is made an active employee after (1) the New Employee Orientation has been completed and (2) the ePAF has been applied.

Note: If the new employee paperwork is submitted before the applicant's ePAF has been approved then this paperwork will be held until the appropriate time (after approvals).

An applicant can't begin work and therefore can't be paid until he/she has been approved as an active employee (step #8). Each of the previous steps should be completed before step #8 takes place. Skipping any one of the steps (1-7) is not recommended and could jeopardize step #8 being completed in a timely fashion.

#9

#10 An applied ePAF and time sheet(s) are needed for an employee to be paid for hours worked.

An approved/applied ePAF and monthly/biweekly time sheets are mandatory for employees to receive salary payments.