



## OPSU POLICIES AND PROCEDURES

TITLE: New Hire Policy

APPROVED BY: Cheryl Ashpaugh, Department of Human Resources (Payroll Office)

DATE: 8-7, 2009

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In order for OPSU to stay within budgeted salaries, the following procedures **MUST BE** followed before **ANY NEW HIRE** will be allowed to begin working for OPSU. The term NEW HIRE pertains to all: **full-time, adjunct, contractual, part-time, temporary, or student employees. PLEASE NOTE: No exceptions will be allowed.**

### **FULL-TIME:**

1. Resignation must be submitted to the Payroll Office.
2. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the vacant position can be advertised.
3. Payroll office must have a current job description on file. If one is not on file you must provide one before any advertising will be done.
4. You must provide information for the ad to the payroll office along with the final date resumes will be accepted.
5. Advertising will be done via:
  - a. Bulletin board on campus – free
  - b. OPSU website, job opening page – free
  - c. Oklahoma Employment Office, Oklahoma Job Net web page – free
  - d. Any newspapers you request, payroll office will prepare and submit the ad to your designated newspapers. You will then be notified of the amount of charges so you can then prepare a requisition with ad charges billed to your department.
6. All resumes will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
7. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee's**

**responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.**

8. Once you and your committee has received the resumes and interviewed prospective candidates, list the candidates strengths and weaknesses. Select the candidate that best fits the needs of your position to be filled.
9. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.
10. As soon as your new hire arrives on campus bring him / her by the payroll office to fill out paperwork. All new hires **MUST** fill out an I-9 so they **MUST** bring a valid driver's license, State birth certificate, or U.S. Passport, **and a valid United States social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as \$10,000 per violation!**

**ADJUNCT INSTRUCTORS:**

1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.
2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective adjunct instructor resumes will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
4. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee's responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.**
5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.
6. As soon as your new hire arrives on campus bring him / her by the payroll office to fill out paperwork. All new hires **MUST** fill out an I-9 so they **MUST** bring a valid driver's license, State birth certificate, or U.S. Passport, **and a valid united states social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for**

**such violations! These violations could cost your department as much as \$10,000 per violation!**

**TEMPORARY:**

1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.
2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective temporary employee resumes/applications will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
4. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee's responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.**
5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.
6. As soon as your new hire arrives on campus bring him/her by the payroll office to fill out paperwork. All new hires **MUST** fill out an I-9 so they **MUST** bring a valid driver's license, State birth certificate, or U.S. Passport, **and a valid united states social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as \$10,000 per violation!**

**CONTRACTUAL EMPLOYEES:**

1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.
2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective contractual employee resumes/applications will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
4. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background

check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked.**

5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.
6. A comprehensive up-to-date list of all contractual employees must be maintained within the payroll office at all times; therefore, if your department employs contractual employees you must make every effort to help maintain a current list.

### **STUDENT EMPLOYEES:**

1. Supervisor must print out and complete the Student Employee Notice Form (1<sup>st</sup> page) available at the following link: [Student/Hourly Employment Packet](#)
2. The prospective student employee must be in good standing with the University with no disciplinary actions.
3. The prospective student employee must be current on all student bills with the University.
4. The prospective student must obtain all required signatures from each department.
5. Once Payroll and Financial Aid have approved your prospective student employee for hiring you will be notified that you may hire that student for your department.
6. The student employee must bring the following to the OPSU payroll department:
  - a. Completed Student Payroll Notice Form (Completed by Supervisor)
  - b. Photo ID
  - c. Social Security Card
7. Department of Homeland Security Form, I-9, (available in payroll department or at the following link: <http://www.opsu.edu/dwn/I9.pdf>)
8. International student, in addition to items 1, 6, & 7 above, must bring I-94 and Passport to payroll.
9. Once your prospective student employee has been approved to work you will be notified via email.
10. As soon as your student employee arrives to work on campus bring him/her by the payroll office to fill out paperwork and bring a completed I-9 so they **MUST** bring a valid driver's license, State birth certificate, or U.S. Passport, **and a valid united states social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as \$10,000 per violation!**
11. Once the E-Verify is authorized the student can then begin employment with OPSU.