

# Employee Hiring Checklist

## Student Employees

See Office of Student Employment website - <http://www.umaine.edu/studemp/>

- Determine correct **Job Classification** and **Pay Scale**. Check web page for most recent.
- Graduate Students can fall under this category – check student eligibility on the web page.
- Individual Data Sheet**. Get from the AA. Employee completes and **leaves with AA for your file**.
- Student Employee Authorization Form** (Work Study & Reg). Updated every academic year. If regular, can be printed from the web page. If Work Study, student must bring to office with work study award filled in by Financial Aid Office. Employee fills out “Student Section”. Both student and AA signs. **Student walks form to the Student Employment Office, Wingate Hall**.
- I-9, W4, W4-ME, Direct Deposit Form**. Print from web site, student fills out and **takes to Student Employment Office with Authorization Form above**.
- Break Waiver Form**. Print from web site, both supervisor and student sign form. **Leave original with AA for your file**.
- Safety Training Form**. Get checklist and list of training available. **Give “proof” of training to AA for your file**.

## Temporary Employees

See UMaine Staffing and Temporary Employment Services website - <http://www.umaine.edu/hr/staffing/default.htm>

- Determine correct **Job Classification** and **Wage** based on UMaine Staffing and Temporary Employment Services Job Classification Index and the UMaine System COLT FYXX Wage Schedule – see back for detailed instructions.
- Total hourly rate = **wage + \$0.75/hr HR fee + 8.5% COLT benefits** (not on the \$0.75 fee)
- Temporary Employee Request Form**. AA generates, director signs, **AA sends to Payroll Office**.
- Temporary Employee Appointment Form**. AA generates, employee signs, director signs, **AA sends to Payroll Office**.
- Temporary Employee must fill out an **Application for Employment Form**. Get from web, fill out, print, and submit **to Human Resources** or leave with AA to send via Campus Mail.
- I-9, W4, W4-ME, Direct Deposit Form**. Employee can print from Human Resources web page and take directly **to Human Resources** or leave with AA to send via Campus Mail.
- Safety Training Form** – Get checklist and list of training available. **Give “proof” of training to AA for your file**.

## Payroll/Human Resources (Corbett Hall)

WLE contact in Payroll is Nicole Lawrence 581-3710

- MaineStreet**. Go to the Help Center, basement of Shibles Hall for user name and password. This is essential - without it, you are not in the payroll system.
- Training for Entering Time**. Get directions from AA. The AA approves payroll hours every Monday at 9 am for the preceding week.

- Payroll Schedule.** This is different for Student Employees and Temporary Employees. Check the above mentioned web sites for Time Entry dates and Pay Check dates.

### **Driving Vehicles**

*www.umaine.edu/ofm/motor-pool/*

- Copy of driver's license to AA for employee file.
- University Student Vehicle Driver Information and Agreement - In-State of Out-of-State. Employee fills out form, give copy to AA, original goes to Motor Pool
- Employee read APL27, guidelines for vehicle usage
- Motor Pool Card - Driver's License Information. Get card from Motor Pool. Employee fills out card, copy license if out-of-state, send to Motor Pool
- Supplemental Application Form for Positions that Require Driving. (Required for temporary employees only) Employee fills out. Send to Staffing and Temporary Services Room 234 Corbett Hall DMV checks will be done for each applicant. Requires account number for billing and takes 7-10 days to complete

### **Safety Training**

*www2.umaine.edu/SEM/*

- Online Basic Safety Training (required annually). Employee takes test online and prints, gives copy to supervisor
- Online Field Safety Training (required every 3 years). Employee prints paper test from online and fills out test, give to supervisor
- Online Supervisor Training
- Department Safety Training
- Driver Safety Training
- CPR/First Aid Training (Cutler Health Center)
- Personal Protective Equipment (PPE) Training and Hazard Assessment Training (Dan)

### **Other**

- ID Card Authorization for Building (Louis Moring)
- First Class Account, IT Center, Shibles Basement (Bring ID card)
- Building Keys (Get form from your AA)
- Parking Permit (Student Services Center, Union)