

Requesting to hire a Temp/EC

Step One:

Complete the [Pre Authorization Form](#) that can be found on the [HR Forms page](#).

**If HR deems the request falls under a unionized position, there may be further discussion needed between the department and their Business Partner to be sure all CBA rules/regulations are followed.

Step Two:

Once the form is filled out the manager for that request will need to sign off and route the document to their Executive Council member for their approval and signature.

**If your reporting structure is through the Provost's Office, the "Executive Council" signatory should be the Provost's Office (i.e. Jim Carroll or Rhonda Longworth).

Step Three:

Once the Executive Council member/Provost's Office has signed off, the document can be routed to HR_employment@emich.edu. There the document will be received by HR Employment and the request will be added to the CWP List for the next scheduled meeting for approval. (Meetings are typically every other week).

Step Four:

After the CWP meeting you will receive a notice from HR Employment if your request was approved or denied.

If your request was denied you may be able to have a further discussion with your Business Partner or Executive Council member to clarify why the request was denied.

If your request was approved, you will receive a notice from HR Employment with your signed and approved Pre Authorization Form.

Step Five:

Once you have your signed and approve Pre Authorization form you may complete the [EC contract](#), which can be found on the Forms page of the HR website. Further instructions for completing the EC contract can be found [here](#), specifically slides 4-8. It is important to fill in the contract in its entirety and route the filled in contract for signature in order to ensure timely

processing of the contract. **Please combine your approved pre authorization form to your EC contract for faster processing.

Step Six:

The individual you are hiring is subject to a background check and will need to complete an I-9 with HR. Both of these processes will be handled within HR once the contract is received. Once the background check is passed, the I-9 is received, and the contract has been fully signed and turn into HR, the employee's information will be entered into the Banner system. When the HRIS team has entered the contract into the Banner system, the supervisor/contact listed on the contract will be notified via confirmation email. The email will include the new employees Net ID, E ID, and payroll timesheet instructions.