

## Requesting to hire a Temp/EC

### **Step One:**

Identify the need for a Temporary resource and socialize with divisional leadership as appropriate. If there is any question as to whether the role will fall within a bargaining unit, contact your HR Business Partner\*.

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 Pre-Authorization 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 hiring manager must complete the EC contract, which can be found on the Forms page of the HR website. 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.

### **Step Four:**

Both the fully completed Pre-Authorization Form and the Contract must be routed to [HR\\_employment@emich.edu](mailto:HR_employment@emich.edu). There the document will be received by HR Employment and submitted for further processing so that the appropriate record may be entered into Banner.

**Step Five:**

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.