Part-time Hiring Procedures

1. Posting/Selection process
    - When there is a need to fill a part-time position, a department will consult the part-time pay scale to determine the appropriate rate of pay for the position based on the duties contained in the job description. Using this information, if the position is a new position the department will fill out a Personnel Requisition and route for approvals. If this hire is a replacement, the department will move forward with posting the position.
    - A department may choose to either advertise with HR or on their own; however, regardless of their choice, all applications must come through HR.
    - HR receives applications, removes confidential data, and posts on Blackboard for viewing.
    - Hiring Manager will then:
        i. Review applications
        ii. Determine which applicants meet position criteria based on the job description
        iii. Conduct interviews
        iv. Select the MOST qualified applicant for the position and submit the Part-Time Hiring Checklist to HR with the required attachments.
        v. Offer position pending HR approval via New Hire Paperwork process.
2. New Hire paperwork process
    - Potential new hires must make an appointment to complete New Hire Paperwork. Appointments are essential to ensure adequate staffing to assist the new hire with their paperwork. To make this process as convenient as possible for the new hire, employees on each campus have been trained to complete New Hire Paperwork. Only those trained through HR should complete required paperwork with new hire. A list of personnel who are approved may be obtained from HR.

- The following items will be required from the potential new hire in order to complete the New Hire Paperwork:
    i. Supporting documents to complete I-9 and E-Verify. (A list of acceptable supporting documents for the I-9 can be found at https://www.uscis.gov/i-9)
    ii. Social Security Card (Required by Payroll)
    iii. Voided check, computer generated direct deposit form or letter from bank showing account number, routing number and bank contact name and number for direct deposit. (This does not apply to students as they are not eligible for direct deposit.) The College is not currently set up to do direct deposit to a check card.
- The following items will be required from the department in order to complete the New Hire Paperwork.
    i. The completed Part-Time Hiring Checklist
    ii. Certification of Credentials or Selection Justification form, and any supporting documents used in the hiring process.
    iii. Status form or part-time teaching agreement (see instructions below for completing status forms)
- If a part-time employee is to have Colleague access, you **must** inform Human Resources prior to the new hire paperwork appointment. The employee **must** be cleared before access is granted.
- After the employee has attended the new hire appointment with HR, the supervisor will be emailed a "Release to Work" form indicating :
    i. whether or not all paperwork is complete
    ii. whether or not the new hire is approved to work.
- If the form states that the paperwork is incomplete, it will note what needs to be completed before the employee is considered approved to work. Once missing paperwork has been submitted and approved, a new form will be sent to the supervisor showing that the new hire is approved. Once you receive the form stating that all forms are complete, you may schedule employee to start to work as of the date noted on the form.

3. Completing the Status Form

- Enter name, Colleague ID # (If you do not have the ID #, leave it blank), Department, Account Number and Position Title
- Enter Start and End Dates (It is suggested that you use the last day of the month as the end date, even if you anticipate that the employee will not work until the end of the month.)
- Enter the hourly rate of pay per the part-time pay scale
- Enter the part-time hours per week and either indicate “not to exceed per month” or “not to exceed total”. Please remember that part-time employees are allowed to work up to a maximum of 19 hours per week unless pre-approved by HR.
- To calculate the total amount, multiply the rate of pay by the number of months by the hours per month OR rate of pay times the total number of hours.
- If this person is on a grant, please complete the Grant Section of the status form.
- Fill in the “prepared by” section with your name and complete the “date prepared” section.
- Obtain signatures of Manager/Supervisor, Dean/Director and Executive Officer.
- Send to Human Resources. The preferred method is a scanned form sent at as an e-mail attachment to statusforms@navarrocollege.edu; however, paper copies sent via courier will also be accepted.

4. Once all paperwork is received, Human Resources will :
    - Enter employee information into NAE screen in Colleague.
    - Assign employee to position in Colleague
    - If faculty, enter credentials in Colleague
    - Scan documents into Image Now
    - Submit documents to Payroll for processing