



## General SNRE HR Policy

### Processing times:

- Requesting position number: 5-7 business days to approve.
  - Position number being loaded into Talent: 2-3 business days
  - Posting request: 3-5 business days
  - Position posted, 7-calendar day mandatory wait time.
  - Offer letter once information is confirmed: 1-2 business days
  - Once offer letter is signed, the hiring transaction can be submitted.
    - Email to be sent to employee for tasks to complete: 1-2 business days
    - Need to meet with employee for docs
    - Complete online I-9 paperwork
    - Approval of New hire 1-2 business days.
- 1) Posting a position – Talent– UA HR Job Site
    - a. Submit job posting request forms or student hiring requests to SNRE Biz
  - 2) New Hires
    - a. All new hires start dates will be on the first day of the next payroll period. This allows time to process the paperwork so they'll have a timesheet in the system.
    - b. Biz will contact your new hire to make an appointment to come in and complete their paperwork. Walk-ins will be asked to make an appointment.
    - c. Make sure your new hire has the necessary documents for the I-9 form.
  - 3) Student Hires
    - a. [Student hiring form](#) must be filled out and approved by PI. All student hires must begin at the start of a payroll period.
    - b. Allow 1 week for processing hiring request. Once approved, the student will receive an email asking them to complete hiring forms in UAccess. Student(s) must meet with BIZ after completing the hiring forms to fill out the I-9.
    - c. Student hires start date will be within 1-2 days of completed hiring paperwork.
    - d. If they are work-study, they will also need to provide their work-study form.
  - 4) DCCs
    - a. If you are using volunteers, no matter how long the person will be volunteering, we still need to be compliant and process them as volunteers.
    - b. Please fill out the [Designated Campus Colleagues Request Form](#) and return to the BIZ Office. Inform your volunteer they will receive an email to set up a UANet ID and accept their agreement via UAccess employee. They are not allowed to volunteer in the field/lab until this process is completed.
      - i. Volunteers perform services for the University without coercion or expectation of compensation, benefits, or future employment.