

### Applicant Details

Applicant's Name:

Start Date:

Job Title:

Experience:

Applicant's Grade Level:

Pay Rate ([Link to current Pay Scale](#)):

### Position/Funding Details

FTE (average hours per week / 40):

Supervisor:

Brief description of job duties:

Account Number:

Position Number (review position attributes via PP01 for what you need):

### Signatures

Department Approval:

### Onboarding Checklists/Resources

Complete   N/A

Initiate Pre-Employment Screening.

Obtain I-9.

Review Personnel Action Details in PA40 to determine the correct personnel action.

Use information gathered above to determine the correct position number.

Process the personnel action.

Submit Workflow -or- ZPAR (new or rehire actions) along with supporting documents.

Provide student with [my Employee Self Service instructions](#) and payroll timeline information. If applicable, process a payroll cost distribution override (CDEM).

Ensure the student is acclimated to the unit.

Send time entry reminders and review payroll reports prior to the applicable deadlines.