EHRA Hiring Packet Requirements for New Hires

**CAS Contact:** Olivia Harvey, Business Services Coordinator, harveyo@uncw.edu, (910) 962-7753, Bear Hall 146

Hiring packets must be submitted for all EHRA hires, including graduate students teaching as instructors of record. This process begins after an offer has been made, but well in advance of the start date. Allow 14 business days for approvals once the packet reaches the CAS Dean’s Office. Exceptions require additional paperwork and may take longer to process. Allow enough time for approvals in order to meet payroll deadlines and the start of classes.

The hiring department will be the point of contact for all new hires. Please deliver completed hiring packets to Olivia Harvey in Bear Hall 146. Only complete packets will be accepted—please do not submit partial items. On a sticky note or memo, indicate whether the hire is full-time, part-time, or a GTA, and their start date. Checklists for full-time and part-time packets are available on the CAS faculty and staff resources website [here](#).

**WHAT TO INCLUDE IN THE HIRING PACKET**

- **Current Vitae/Resume:** provided to the department by the hire.
- **Official transcripts for all degrees:** hire requests transcripts to be issued directly to UNCW by the institution. *(Not required for non-teaching EHRA positions)*
  - If electronic transcripts will be provided, follow the AARM electronic transcript instructions. Departments should email the incoming transcripts template to aarmtranscripts@uncw.edu prior to transcripts being sent. Include the Banner ID and permanent position number if available.
  - Department heads should view received transcripts in WebNow. Transcripts never expire.
  - If electronic transcripts are not available, original mailed transcripts should be sent directly from the awarding institutions to the hiring department. They must not be addressed to the hire. Only the department chair or administrative associate should open and view official mailed transcripts.
  - Copies, scans, or unofficial transcripts are not acceptable.
  - If the highest degree awarded is from a non-U.S. institution, transcripts will need to be evaluated for U.S. equivalency by a transcription service such as World Education Services ([www.wes.org](http://www.wes.org)), even if transcripts are in English. The hire should 1) create an account with the evaluation organization; 2) request that the awarding institution send official transcripts directly to the evaluator; 3) request that the evaluator send an official evaluation to aarmtranscripts@uncw.edu. This is only required for the highest degree awarded; lower degrees do not need to be evaluated.
  - If the hire is awaiting a degree to be awarded, reach out to Olivia Harvey for guidance.
- **Personnel Record Data Sheet:** completed by the hire, submitted to the department.
  - All degrees listed must be officially awarded (not in progress) and the dates awarded must match the transcripts. The hire will choose the correct CIP code. If unsure, leave them blank.
- **Certification of Credentials:** completed by the chair after the transcripts have been received. The highest degree awarded must match the transcripts. *(Not required for non-teaching EHRA positions)*
  - Each course to be taught should be listed on an individual line, including the course subject, number, and course title (e.g. SUB 101, Course Title). List graduate courses individually.
  - If a range of courses will be taught (e.g. SUB 101 through 394), then list the specified range on the grouping line. Only group courses if the hire is qualified to teach every course in the range listed.
  - Exceptional hires who do not meet the minimum requirements must submit additional supporting documents. Follow the requirements on page 2, column B of the Certification of Credentials. Documentation will need to be provided for all 3 listed requirements to make a compelling case.
- **Verification of Educational Credentials:** only completed by hires with non-teaching EHRA positions.
- **Recommendation Letters (2):** required for full-time hires, but optional for part-time hires and GTAs. If references were called, the search committee chair should provide a summary of the phone responses.

Last updated July 23, 2019
**BEFORE AN OFFER IS EXTENDED**

**Background Check**: department fills out the position information on the background check release form and emails it to the hire. The hire completes page 2 and submits the form directly to HR. The background check should be completed before a verbal offer is extended.

**BEFORE THE FIRST DAY OF WORK**

**Form I-9/E-Verify**: completed by the hire in HR (located in Friday Annex) no later than the first day of work.
- Please instruct the hire to complete the I-9 after they have accepted the offer.
- Provide the list of acceptable, original, unexpired documents they must bring to HR.
- Note that foreign nationals must receive their social security number before completing the I-9.

**PART-TIMER ONBOARDING STEPS**

Departments should assist part-time hires with the following onboarding steps. Permanent hires will complete these steps during their HR Onboarding appointment on the first day of work (separate from New Employee Orientation).
- **Computer Access Request**: completed by the department for part-time hires through the TAC Service Catalog. All part-time faculty must have an expiration date. Extensions must be requested every 6 months.
- **Forms W-4 and NC-4**: completed by the part-time hire in SeaNet once the email and password are set up.
- **Direct Deposit Authorization Form**: completed by the part-time hire and sent to Payroll with a void check.
- **One Card Request Form**: completed by the department for part-time hires, delivered to Auxiliary Services.
- **Vehicle Registration Form**: completed by the part-time hire and delivered to Auxiliary Services.

**WHO TO CONTACT**

| Hiring packet questions, confirmation of transcripts received, faculty/advisor access | Olivia Harvey, harveyo@uncw.edu, 2-7753 |
| PeopleAdmin, start-up sheets, HR 3.35s, letters of intent to offer, position funding | Nina Brown, CAS Business Officer, brownn@uncw.edu, 2-7506 |
| Background check results, Form I-9 | Ivor Dikkers, HR, dikkersi@uncw.edu, 2-2103 |
| Appointment letter status | Jessica Ludwick, HR, ludwickj@uncw.edu, 2-3161 |
| Faculty contract status | Daniella Murray, CAS Executive Assistant to the Dean, murrayd@uncw.edu, 2-7232 |

**FAQ**

**What if the new hire we are credentialing is a graduate student from UNCW?** Whether an undergraduate or graduate degree, an official UNCW transcript must be submitted. Per SACS requirements, we treat UNCW like any other institution and every new hire the same. If the new hire is currently taking UNCW courses, an official transcript is still required.

**What if the new employee can’t send us transcripts until a later date?** This is reviewed on a rare case by case basis by Academic Affairs. Contact Olivia Harvey to discuss the best options.

An employee taught previously at UNCW, but now is teaching again after a period of separation. What is the rehiring process? Transcripts should still be on record for this person if they taught within Academic Affairs. The chair can view them in WebNow. A new CV, Certification of Credentials, and Personnel Record Data Sheet still need to be submitted.

**How long does it take for the employee to get an appointment letter from HR?** Once the dean’s office reviews the packet and signs off, it goes to AARM for review and approvals. Then, it goes to Human Resources where the appointment letter is issued for permanent hires. Please allow up to 14 business days from dropping off the packet in the Dean’s Office to receiving the appointment letter if all materials are submitted correctly and approved. A background check, Form I-9, and employee record update are required for HR to approve the packet and activate the hire as faculty.

**What if our department has Graduate Teaching Assistants?** Per SACS, anyone that is listed in SeaNet as the ‘instructor of record’ must be credentialled. The transcripts must be official and submitted like every other new employee.
REQUIREMENTS BY HIRE TYPE

Checklists for full-time and part-time packets are available on the CAS faculty and staff resources website [here](#).

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<thead>
<tr>
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<th>Permanent Faculty (Full-Time)</th>
<th>Part-Time Faculty (Temporary TE)</th>
<th>GTA Instructors of Record</th>
<th>Permanent Non-Teaching EHRA</th>
<th>Part-Time Non-Teaching EHRA</th>
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OVERVIEW OF HIRING PROCESS

1. Department begins collecting the hiring packet documents after a verbal offer has been accepted.
2. Department provides a blank Personnel Record Data Sheet and asks the hire to complete it, including CIP codes.
3. Department requests a CV or resume from the hire.
4. For faculty positions, the department provides instructions for the hire to request official transcripts. If transcripts will be submitted electronically, the department sends an incoming electronic transcripts template to aarmtranscripts@uncw.edu, including the Banner ID and position number if available. If the highest degree awarded is from a non-U.S. institution, the department provides instructions on the hire requesting U.S. equivalency evaluation from a transcription service, such as World Education Services ([www.wes.org](http://www.wes.org)).
5. Once all transcripts have been received, the chair/director completes the certification of credentials. The highest degree awarded must match the degree as it is listed on the transcripts. Electronic transcripts can be viewed by the chair/director in WebNow.
6. Once the packet is completely assembled, it can be delivered to Olivia Harvey in Bear Hall 146, including a note with the hire’s start date and whether they are full-time, part-time, or a GTA instructor of record.
7. Dr. Kemille Moore, Associate Dean, reviews and approves hiring packets for the CAS Dean’s Office.
8. Olivia Harvey notifies the department via email once a packet has been approved and delivered to AARM.
9. Once all approvals are finalized, AARM activates the hire as an employee in Banner and notifies Olivia Harvey.
10. Olivia Harvey notifies the department via email once an employee has been established. The email will confirm the Banner ID, whether the employee should be paid through FLAC or EPAF, and if faculty privileges are granted.
11. AARM maintains the only official personnel file for all employees. The department and the CAS Dean’s Office will maintain unofficial personnel files for each hire. Per the [UNC retention schedule](#), personnel files may be destroyed 7 years after an employee separates from UNCW.
12. Hiring packets for part-time faculty are updated every 5 years (except official transcripts, which remain on file).