Academic Affairs EHRA Temporary Hire Checklist

1. A Background Check will be required for temps working unsupervised with youth and/or students. The background check release form is to be completed and sent to Human Resources by the candidate.

2. You will need to complete (along with the applicant) the I-9, E-verify and fax or hand-deliver to Human Resources. Please indicate that this is an EHRA Temp.

3. Complete an Employee Record Update. Once authorized by HR, you will receive an e-mail containing the Banner ID number.

4. The following documents are contents of the “hiring packet” for TEMPORARY EHRA hires in AA. The “hiring packet” should be sent in its entirety to – Rhianna Sloan, Academic Affairs Campus Box 5976, sloanr@uncw.edu

   All Temporary Hires:
   A. ☐ Curriculum Vitae/Resume
   B. ☐ Personnel Record Data Sheet (employee’s signature is required)

   Additional Documentation needed for Temporary Teaching Faculty Hires within Academic Affairs:
   C. ☐ Official Transcripts- Transcripts must be sent directly from the issuing institution to aarmtranscripts@uncw.edu
      
      Transcripts issued to student cannot be accepted- see transcript processing instructions
   D. ☐ Certification of Credentials

   Additional Documentation needed for Temporary Non-Faculty/Non-Teaching Hires within Academic Affairs:
   E. ☐ Verification of Educational Credentials (Transcripts and Cert of Cred not required)

5. Once the Banner ID has been created and you have received confirmation from AARM, you can then enter the assignment(s) in FLAC.

Please direct questions to the following UNCW employees:

Ivor Dikkers (HR)                        Kim Roughton (HR)                        Rhianna Sloan (AARM)
dikkersi@uncw.edu                        roughtonk@uncw.edu                        sloanr@uncw.edu

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