EHRA Temporary Hiring
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. The following documents are contents of the “hiring packet” for TEMPORARY EHRA hires. The “hiring packet” should be sent in its entirety to – Jessica Ludwick, Campus Mail 5960.

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

   Additional Documentation needed for Temporary Hires within Academic Affairs:
   C. ☐ Official Transcripts (Hires within the Division of Academic Affairs) Transcripts must be sent directly from the issuing institution to the hiring official or designee. Transcripts issued to student cannot be accepted.
   D. ☐ Certification of Credentials (Hires within the Division of Academic Affairs)

4. Enter the temporary assignment in EPAF.
   a. Complete an Employee Record Update in EPAF. Once authorized by HR, you will receive an e-mail containing the Banner ID number.
   b. Once you have received the Banner ID number you will be able to enter his/her assignment in FLAC.

Please direct questions to the following Human Resource Employees

   Ivor Dikkers                              Jessica Ludwick                  Kim Roughton
   dikkersi@uncw.edu                                                 ludwickj@uncw.edu                                       roughtonk@uncw.edu

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