

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. The applicant will need to complete the I-9 and EVerify process in person with Human Resources.
3. Please note, section I of the I-9 must be completed by the employee on or before the first day of work. 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

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I-9 Employment Eligibility Verification	Hiring Packet	Employee Record Update
Criminal Background Check Release		FLAC