

No employee will be allowed to start employment at the University before a hiring proposal or PR40, Personnel Action form, has been completed and approved. Human Resources will notify each department when the hiring proposal or PR40 has been approved for all full- and part-time classified and Administrative and Professional faculty, and wage employees. For teaching and

One-time payments are for a specified dollar amount to be paid. Payroll may

one lump sum or over several pay periods. PR40s for one-time payments must complete all approval levels and be received by Human Resources before the effective date (the date the work begins). In cases when the amount to be paid is undetermined at the time of hire (i.e., student workers being paid on a per-issue or commission basis, or additional payments to curr

exempt employees must include in the comment section the specific dates of work and the hours to be scheduled each day.

If an employee is to be paid on an hourly basis, the PR40 should hire the employee as a temporary wage type employee - remember that a PR23 is also required for all temporary wage positions. Hours worked should then be reported to Payroll according to established deadline dates to generate the paycheck.

No employee will be allowed to continue employment without having completed an I-9, Employment