



Supervisor,

Here is a checklist to assist you in hiring a New Temporary Hourly Employee. We recommend this process to start 2-3 weeks prior to when you want your employee to begin working.

To get your new Temporary Hourly Employee started as soon as possible, the following will need to be completed and any forms/information sent to calcala1@msudenver.edu before they can start working:

Supervisor's Checklist

- Email candidates full name and email address to calcala1@msudenver.edu

- Send "Temporary Hourly Checklist – New Employee" to Candidate (Please make sure you send full name and email to calcala1@msudenver.edu before sending Checklist out)

- Submit [WebTime Entry Security Form](#)- (Only if you are new to Supervising employees through WebTime)

- Register for a [Basic Banner Account](#) – (Only if you don't already have access to Banner)

- Submit [Temporary Classified Position Description](#)

- Submit Electronic Personnel Action Form through [Employee Services Menu](#) (ePAF) –

****The Employee New Hire Packet must be submitted to HR prior to this step, as we will need this information to generate the employees ID number (90_#). ****