



Supervisor,

Here is a checklist to assist you in hiring a Temporary Hourly Employee who has worked in the past 3 years at MSU Denver (Student Role, Temp Hourly Role, Etc). We recommend this process to start 1-2 weeks prior to when you want your employee to begin working.

To get your 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

- Send an email to calcala1@msudenver.edu to verify Background Check has not expired

- Send "Temporary Hourly Checklist – Returning Employee" to Candidate

- 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) –

****Please verify that Background Check and documents have been sent in before you complete this last step ****