

HIRING MONTHLY PAYROLL FLOW CHART

Employee completes Part I of Monthly Payroll Authorization Form* as well as the following forms: I-9, Bar of Claims, Drug-Free Workplace, Pre-Employment Background form, W-4

**See "Instructions for Completing a Non-Teaching Monthly Payroll Authorization Form"*

Department Chair / Director completes Part II of authorization*, signs in Part III, and forwards to Dean or Divisional Vice President for approval

Dean and Divisional Vice President signs authorization and forwards to Human Resources along with all other accompanying forms

Human Resources checks rate of pay, accompanying forms for completeness and accuracy. Director of HR signs and forwards authorization to the Business Office.

**Please plan accordingly ...
This approval process takes approximately 2-3 weeks to complete.**

Individuals may NOT begin working without an approved authorization!

Business Office approves authorization form and sends back to Human Resources for processing. HireRight, Inc. conducts a national criminal background check on individual.

A copy of the approved authorization form is sent to the Department Chair/Director, Human Resources Office, Payroll Office, Business Office and the Employee

Timecard must be completed **no later than the 1st of the month** to ensure that the employee gets paid in a timely manner