

Hiring Checklist

Things to consider:

- What kind of employee will they be?
- What type of employee are they currently?
- Please refer to summary of payroll forms to determine which form you need to complete and which department to turn it in to.
- The current lab rate for faculty is \$32/hour.

Check list

- Check budget and consider benefits to be sure you have enough budget for this employee(s).
 - Check updated pay rates with HR <http://admin.sanjac.edu/working-for-san-jac/compensation/salary-schedules>
 - Calculated time length your budget will allow you to employ this person.
 - Completely filled out the correct form in accordance with the 'summary of payroll forms' under the personnel tab in your binder.
 - Obtained all necessary signatures
 - Allowed enough time for personnel form to be board approved if the form is an ESA.
 - Make at least two copies of form.
 - Send one copy to OGM, keep one copy, and send original to HR**.
- **If your form is one of the following please send directly to payroll and bypass HR:
- Grant Activities Form
 - Overtime form
 - Non-Teaching Activities of Adjunct Employee
- Contact the Office of Grants Management or Payroll (6304) to obtain information for the person that will enter your part-time payroll if applicable.
 - If your form is sent directly to HR, receive notification from HR that your employee is clear to begin work.
 - Start work!
 - Be sure to have your employee (or yourself) fill out the appropriate timesheets or time or efforts.

Please note:

Please feel free to contact the Office of Grants Management with any questions or concerns. Also remember it always pays off to be proactive. Procrastinating may cause a delay in the ability of your employee to start work. If you allow your employee to begin work prior to notification from HR there may be a delay in pay for them or they may not be approved to work for San Jacinto College.

Also please take note that all ESA's must be approved by the board prior to starting work. This process could take up to 6 weeks, so please plan appropriately.

Most of our forms can be found on the SJC website at:

<http://admin.sanjac.edu/college-administration/fiscal-affairs/grants/forms>