

New Hire Procedures for Supervisors

Listed below are the steps that need to be followed whenever a department/division has a potential new hire:

1. After all interviews are completed - fill out the Position Interview Sheet and return to HR. This form states all those who were interviewed and who is being hired. This should be signed by the Division Chair/Department Head, the Vice President and the President. Applications for all new employees must be on file in HR.
2. Have the potential new employee complete the two Background Check forms and the Request for Personnel Action Form. These forms are located on the HR Website under New Employee, select Pre-Employment Packet for Potential New Employee. Please make sure all documents have been signed before submitted to HR.
3. Request for Personnel Action Form –The employee should complete Section 1 and sign on line #1 of Section 3. The Supervisor will complete all of Section 2 and sign on line #2 of Section 3.
4. Background Authorization forms - After all required signatures are received (from the VP of the Department, VP of Financial Affairs and the President) HR will notify the supervisor by email. This process may take several days.
5. After the pre-employment process is complete the new employee may complete the employment paper work. On the Human Resource website you will click on New Employee then on the Employment Packet that pertains to the type of employee you are hiring; fulltime, part-time, hourly or adjunct.
 - a. Fulltime employees needs to contact the Benefits Coordinator at 580-628-6479 to set up an appointment to enroll in their benefits.
 - b. Hourly employees will need to complete their employment packet and take to the Administrative Assistant for the Stillwater Campus or the Enid Campus to have their loyalty oath notarized. The Administrative Assistant will check the packet over and send to the HR department in Tonkawa. Hourly employees will receive their timesheets from their supervisors.
 - c. Adjunct employees will need to complete their employment packet and take to the Administrative Assistant for the Stillwater Campus or the Enid Campus to have their loyalty oath notarized. The Administrative Assistant will check the packet over and send to the HR department in Tonkawa. Adjunct instructors will receive a contract from the office of Academic Affairs approximately 2 ½ weeks after the semester starts.

6. **No employee will be allowed to start work without the above process completed. HR will notify you when they are authorized to work.**
7. The Request for Personnel Action Form must be completed for **each position** that an employee holds
8. Without all the above paperwork completed, the new employee cannot be entered into the State Payroll System resulting in the new employees pay being delayed.