

## TEMPORARY SALARY (U4, Z4) EMPLOYMENT CHECKLIST

**Start Date:** First day of a Pay Period (Sunday). All new employees must be in “Hired” status within WuHire and complete onboarding to include the I-9 form before any employee can begin work.

**Pay:** Salary

**Background Check Required:** Dependent upon circumstance; please review the [Background Checks website](#) for further information.

**Length of Work Assignment:** Up to one year

**Remote Hire:** [Remote Work Requests](#) are required by the University if:

- Regular Remote Work (as defined on the Remote Work Guidance webpage) is performed at an Alternate Work Location outside the state of Kansas.
- Remote Work is being performed internationally; or
- The Employee is on an H-1B visa, and the Alternate Work Location is different than the Assigned Work Site approved on the H-1B visa application.

If any of the conditions above apply, a remote work request must be approved prior to commencing employment.

### **Additional Resources**

- [Non-Benefit Eligible Hiring Type Grid](#)
- [Payroll Schedule](#)
- [Non-Benefited Employees: Appointment & ePAF Dates](#)
- [Remote Work Guidance](#)