

# **Lecturer Employment Checklist**

**Start Date:** First Day of a Pay Period (Sunday); however, your new employee must complete onboarding to include the I-9 form and the ePAF must be fully approved before any employee can begin work.

**Pay:** Salary

**Background Check Required:** Yes

**Length of Work Assignment:** One Semester

**Additional Approvals Needed:** N/A

**Inquire:** Determine if applicant is currently working for another State of Kansas agency. If so, contact HR before continuing the hiring process.

**Remote Hire:** If this position is remote and will be performed at an alternate work location outside of the state of Kansas, the remote work will be 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, please have the employee complete the Remote Work Request. You can find additional information regarding this process on our Remote Work Guidance page.

## **Additional Resources**

[Non-Benefit Eligible Hiring Type Grid](#)

[Payroll Schedule](#)

[Background Check Requirements](#)

[Non-Benefited Employees: Appointment & ePAF Dates](#)

[Remote Work Request](#)

[Remote Work Guidance](#)